

Request for Payment of Masters Degree

Please attach one of the following documents to show Proof of Masters Degree earned:
Copy of Masters Degree or Copy of Transcript showing Masters Degree earned

Send Request for Payment of Masters Degree Form and Proof of Masters to Darlene in HR at the District Office.

Payment dates: First payroll in March or first payroll in September (paperwork must be turned in 2 weeks prior to payroll date).

Payment Amount: \$3,500.00 lump-sum payment

Teacher' name _____

Date submitted to Business Office: _____

Date Masters Degree earned: _____

Approved for payment by: _____
Superintendent or Curriculum Director

Date approved: _____

To be completed by the Payroll Department:

Date of Payment: _____

Recorded on Skyward: _____

Filed in Personal File: _____