

SUPPORT APPLICATION FOR HOURS ABOVE DEGREE

NAME: \_\_\_\_\_ SCHOOL/DEPT: \_\_\_\_\_  
POSITION: \_\_\_\_\_ SS#: \_\_\_\_\_

This is my request to have my salary adjusted accordingly for the additional college hours I have completed.

**Check One:**

HS/GED + 60 hours

BA Degree

I understand that an official transcript of my college work must be received in the Human Resource Department of the Clovis Municipal Schools by **OCTOBER 1** to support my above claim.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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For Office Use Only

This is to certify that this application has been reviewed and the following consideration given:

Approved for HS/GED + 60 hours

Approved for BA degree

Effective School Year: \_\_\_\_\_

\_\_\_\_\_  
Signature – Executive Director of Human Resources  
Director of Human Resources

\_\_\_\_\_  
Date

Cc: Finance, Contract File, Employee