

EVANSTON SCHOOL DISTRICT 65
1500 McDaniel Avenue
Executive Chief of Human Resources

APPLICATION FOR MASTER'S DEGREE PAY

IMPORTANT NOTES:

(a) Upon receipt of verification of a Master's Degree by the Assistant Superintendent of Human Resources, Master's Pay (Movement from Track I to Track II) shall be granted at the next regular pay period.
(b) Official transcripts reflecting the conferral of the Master's Degree or a Diploma must be attached with this application.

Name: _____ Date: _____

Name of school you currently work for: _____

Name of university where Master's was received: _____

Are the transcripts attached to this application? □ Yes □ No

_____ _____
Employee's Signature Date

FOR HUMAN RESOURCE DEPARTMENT USE ONLY

_____ _____
Authorized Signature for Approval Date

If declined, please provide reason(s):

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