PLAINVILLE COMMUNITY SCHOOLS
ADVANCED STUDIES COMMITTEE

Name_____

School_____

Grade Level_____

Subjects being taught	Area(s) of certification as per state

<div style="border:1px solid black">

Degree Change Request

Date Submitted_____

I plan to complete additional coursework and request advancement on the salary schedule the coming year 20_____ to 20_____

Present Degree Classification_____

Advancement to: _____

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For degree change requests only, complete above portion by December 15.

_____ New Request for Course Approval   or _____Revision to Planned Program on File

Directions:
1. Complete the information in the white column marked <u>Educator</u>. Do this for each course you want approved. (Check the planned program box **ONLY** if the course is part of a planned program being taken at an accredited college/university).
2. Include a copy of the course description from the catalog/brochure.
3. Forward this form to the **ASC, Board of Education, Municipal Center**
4. Forward a copy of your planned program of study.
5. Submit official transcripts for verification of course completion
6. You will receive written notification after the committee convenes.

Educator complete this side		For ASC use
School or Sponsor/Location	Course/Activity Title	Approved by _____ Approval Date_____ Transcript Verification Date _____ ( ) Elective ( ) Required Factor Applied ( ) Credits_____
Date of Course _____ Course Number_____ ( ) Planned Program Number of: Credits_____ CEU'S_____		
School or Sponsor/Location	Course/Activity Title	Approved by _____ Approval Date_____ Transcript Verification Date _____ ( ) Elective ( ) Required Factor Applied ( ) Credits_____
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