

**WAKULLA COUNTY SCHOOL BOARD  
CREDIT FOR ADVANCED DEGREE RECOMMENDATION FORM**

INSTRUCTIONS FOR PRINCIPALS/ADMINISTRATORS: Submit this form to the WCSB Human Resources office for each employee with an advanced degree. Prior to completion of this form, the employee must submit to the Principal/Administrator/HR one of the following:

District school boards may not use advanced degrees in setting a salary schedule for instructional personnel or a school administrator hired on or after July 1, 2011, unless the degree is held in the individual's area of certification and is only a salary supplement. F.S. 1012.335

1. Official, sealed transcript **with conferred date**
2. CDA/CDA Equivalent Certificate
3. Praxis ParaPro Assessment Passing Score Report

Pay will be effective on the conferment date. The employee has three (3) months from the date of degree conferment to submit the transcripts/documentation to the Principal/Administrator/HR in order to receive retroactive pay. After the three (3) month period has lapsed, advanced pay will be effective the date transcripts/documentation are received in the Human Resources office.

RECOMMENDATION

I recommend the following employee for the Advanced Degree supplement:

Employee Name \_\_\_\_\_ EIN \_\_\_\_\_ School \_\_\_\_\_

Degree Received:	<input type="checkbox"/> Masters	<input type="checkbox"/> Praxis ParaPro Assessment
(Check one)	<input type="checkbox"/> Specialist	<input type="checkbox"/> Associate
	<input type="checkbox"/> Doctorate	<input type="checkbox"/> CDA or CDA Equivalent

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

DEGREE CONFIRMATION AND PAYMENT AUTHORIZATION

\_\_\_\_\_ has submitted acceptable proof of completing an advanced degree program and has been recommended by the Principal for the advanced degree supplement. Please place this employee at the \_\_\_\_\_ level of the Salary Schedule effective \_\_\_\_\_.

\_\_\_\_\_  
Executive Director of Human Resources Signature  
WMIS PR298 7/06, 8/09, 12/12

\_\_\_\_\_  
Date