

SCHOOL DISTRICT OF PHILADELPHIA
TEACHER CERTIFICATION, SUITE #221
OFFICE OF HUMAN RESOURCES
440 NORTH BROAD STREET
PHILADELPHIA, PA 19130

REQUEST TO OPEN A FILE FOR SALARY UPGRADE
CONFERRED DOCTORATE, MASTERS' DEGREE, MASTERS' EQUIVALENCY AND MASTERS'+30

ALL SALARY UPGRADES, EXCEPT FOR MASTER'S EQUIVALENCY, ARE EFFECTIVE THE FIRST DAY OF THE PAY PERIOD IN WHICH THE COMPLETE APPLICATION IS RECEIVED.

PLEASE PRINT LEGIBLY!!! A complete set of official transcripts sealed in the college envelope must be submitted for each salary upgrade. This includes the Masters' transcripts.

DATE _____

NAME _____ SS# _____

OTHER NAME(S) ON TRANSCRIPTS _____

HOME ADDRESS _____

E MAIL ADDRESS: _____

HOME NUMBER (_____) _____ WORK NUMBER (_____) _____

PLEASE CHECK THE APPROPRIATE SELECTION

_____ DOCTORATE DEGREE = PROVIDE AN OFFICIAL TRANSCRIPT SHOWING DEGREE CONFERRED

_____ MASTERS' DEGREE = PROVIDE AN OFFICIAL TRANSCRIPT SHOWING DEGREE CONFERRED

_____ MASTERS' EQUIVALENCY = MUST SHOW ORIGINAL LETTER OF EQUIVALENCY

_____ MASTERS' + 30 = 60 CREDITS BEYOND CONFERRED BACHELOR'S DEGREE WITH EARNED MASTERS' DEGREE. NOTE: PROVIDE ALL TRANSCRIPT(S) SHOWING ALL 60 CREDITS

List your college(s) and/or universities below:

Employee Signature _____