



File: GCBBA-R

**WINCHESTER PUBLIC SCHOOLS
GRADUATE CREDIT PAY PLAN FORM**

Professional staff receives supplemental pay for completion of a graduate degree in a bona fide graduate degree program. This form must be submitted with official transcripts by **September 1** (or first business day following) to begin receiving payment on the September payroll. Pay for credit hours reported by **January 15** (or first business day following) will be paid one-half of the scale value.

Name _____
Last First Middle

Current Assignment _____
School/Work Site Grade/Subject

E-mail address _____

University/College _____

Program of Studies/Degree: _____

Completion Date of Graduate Program _____

Official Transcript Has Been Sent to the Personnel Department

Circle Yes or No

Signature _____ Date _____

Adopted:

January 20, 2003, Revised May 2008, January 2017 _____
