



BOAZ CITY SCHOOLS

BOAZ, ALABAMA 35957

WWW.BOAZK12.ORG

Notification of Higher Degree

Employee Name: _____

Previously Held Degree: _____

Bachelor's Master's Sixth-Year National Board

Other _____

New Degree Earned: _____

Bachelor's Master's Sixth-Year National Board

Other _____

Graduation Date(new degree): _____

College / University of Degree: _____

*I have applied for new degree with the ALSDE: Yes No Date Applied: _____

Employee Signature: _____ Date: _____

**You must apply to the Alabama State Department of Education (ALSDE) for your new certificate through the college or university in which your degree was awarded. Payroll cannot process your new salary until the degree is recongnized through the ALSDE.*

Please email, fax or mail this form to:
Melanie Morrison, Human Resources
126 Newt Parker Drive
Boaz, Al 35957
Fax: 256-593-8181
email: mmorrison@boazk12.org

Office Use Only:

Payroll: _____

Personnel: _____