

SOUTHGATE COMMUNITY SCHOOL DISTRICT
SPECIAL EDUCATION PARAPROFESSIONALS
REPORT OF EXTRA CREDITS

(Submit to Human Resources)

Per Article XII, Section 12.2 E, a Special Education Paraprofessional who holds an Associates Degree or above, must submit proof of their degree by submitting their transcripts to Human Resources and completing this form. Southgate Community School District agrees to pay bargaining unit employees \$250 for an Associates degree or above those required for their position.

Name: _____ Title: _____

I am reporting an Associates Degree or above as noted below that I have obtained as part of my job requirements.

1. Number of previous credit hours _____

University/College _____

2. Number of credit hours this submission _____

Semester completed _____

Verification: Official Transcript ___ Official Grade Report ___
Already on File Yes/No (please circle one)

3. New credit hours total _____

Employee Signature

Date

Prior to submitting to Human Resources, please make a copy for yourself

For Office Use Only

Degree Approved _____

Approved by _____
Human Resources Director Signature

Date

Routed to: Payroll _____
Date