



OZARK R-VI SCHOOL DISTRICT
 HUMAN RESOURCES
 P O BOX 166
 OZARK MO 65721
 PHONE 417-582-5968
 FAX 417-582-5950

NOTIFICATION OF ADDITIONAL COLLEGE HOURS/DEGREE LATE TRANSCRIPT FORM

**Use this form if:

You have completed additional college hours or a degree program but are unable to obtain your Official Transcripts reflecting such by September 1 but will have them no later than December 31. This form is due to Human Resources no later than September 1.

Teacher Name: _____ SSN: _____

This letter is to inform you that I have completed:

___ Master's Degree OR ___ hours towards a Master's Degree.

___ Specialist's Degree OR ___ hours towards a Specialist's Degree.

I understand that I must have the official transcript filed in the Human Resources office by December 31. **A copy of a grade report or other documentation will be accepted to move up on the salary schedule along with this notice signed by a representative from the college by September 1. This will be subject to adjustment if the official transcript is not received by December 31.**

 Teacher Signature

To be completed by College/University Official:

This is to certify that _____ has completed a _____ degree or _____ graduate semester hours beyond the Bachelor's degree which are credible toward a planned Master's degree or _____ hours beyond Master's degree which are credible toward a planned Specialist's degree program.

Signature

 Title

 (Dean/Director-Graduate Division)

 College or University Name

 Date