



HUMAN RESOURCES

Tammy Jalique, Associate Superintendent of Human Resources
1875 W. Lowell Avenue
Tracy, CA 95376
Phone 209.830.3260
Fax 209.830.3264

CERTIFICATION OF DEGREE COMPLETION FORM

Section to be completed by the College/University

This is to certify that _____ has
Employee/Student Name

successfully completed _____
Degree (s) Title

from _____
College/University

The conferral date is _____.
Degree Conferral Date

Authorized Signature _____
Registrar/Dean Signature, Print, and Sign

Section to be completed by Tracy Unified Employee

I understand that this Certification of Completion form must be submitted to the Human Resources Department by September 1st. to receive credit for the degree (s) for the current school year, an Official Transcript must be received by the Human Resources Department prior to November 1st.

Signature _____ Date _____
Employee Signature