



Higher Degree Information

Once you earn a higher degree, you should speak with your college regarding the submission of required paperwork to the Alabama State Department of Education. Other steps you will need to follow to ensure you receive your higher pay are listed below:

- 1) Contact Jennifer Hicks at jennifer.hicks@tcboe.org to make her aware of your higher degree.
- 2) Request an official transcript be issued to Talladega County Schools Personnel Department and mailed to 106 South St. W., Talladega, AL 35160 or sent electronically to jennifer.hicks@tcboe.org.

Once we receive your official transcript, the Personnel Department will submit a Verification of Higher Degree form to the Alabama State Department of Education. After the ALSDE receives all documentation from the college and our district, your higher degree will be recognized and displayed on your teaching certificate. Once recognized, a memo will be submitted by the Personnel Department to the Payroll Department requesting your higher pay.