



Degree Certification Form

INFORMATION/INSTRUCTIONS

Per the terms of the collective bargaining agreement between Butler Area School District and Butler Education Association dated July 1, 2023-June 30, 2028, professional employees are eligible for a salary adjustment once obtaining a Master's Degree, Master's +15, Master's +30, or PhD.

To request a salary adjustment, please submit this form and required documentation to Kristen Clouse, Human Resources. Salary adjustments will be made at the time of receipt of all required materials. Salary adjustments will be made retroactively to the effective date of the degree, within the current school year. Salary adjustments will not be made retroactively into previous school years, or during the summer.

SALARY ADJUSTMENT INFORMATION

Name:	Date:
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Requesting the following salary adjustment:

- Master's Degree
- Master's Degree +15
- Master's Degree +30
- Doctorate Degree

Date Degree was Received:	
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REQUIRED DOCUMENTATION

- Official Transcripts or Act 48 documentation
Electronic copies will be accepted, but must state "official transcript"
- Copy of Diploma (*Master's and Doctorate only*)

Date Degree was Received:	
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Office Use Only

Current Salary:	
New Salary:	
Date of Adjustment:	

Approvals:

Payroll:	_____	_____
	(signature)	(date)
Human Resources:	_____	_____
	(signature)	(date)

Comments:
