

The Nassau County School District

1201 Atlantic Avenue
Fernandina Beach, Florida 32034



"Empowering Others Through a Commitment to Excellence"

Kathy K. Burns, Ed.D.
Superintendent of Schools

Human Resources Department
Phone (904) 491-9874
Fax (904) 277-9039

Application for Advanced Degree Pay Treatment

Name _____ Employee ID _____
School/Department _____ Phone _____

Mark the appropriate section below and include the required documentation as noted.

| DEGREE | COLLEGE/UNIVERSITY | MAJOR | AREA OF CERTIFICATION AS IT APPEARS ON FL TEACHING CERTIFICATE (must match Major) |
|-------------------------------------|--------------------|--|--|
| <input type="checkbox"/> Master's | | | |
| <input type="checkbox"/> Specialist | | | |
| <input type="checkbox"/> Doctorate | | | |
| <input type="checkbox"/> Letter* | | Concentration or hours aligned with certification. | |

**If your degree major DOES NOT match your area of certification, gain a letter from your college/university which specifies you have a concentration in the area of certification, or at a minimum, nine (9) semester hours aligned with your area of certification.*

Official transcripts are required. If the transcript is not already on file with the Human Resources Department, please attach the official transcript to this form. The completed form is to be submitted directly to the Human Resources Department for processing. Diplomas or copies of diplomas are not acceptable.

- ☐ Transcript attached
☐ Transcript ordered for HR Department
☐ Confirmed transcript on file in HR Department: HR Name: _____ Date: _____

All documentation will be reviewed by the Human Resources Department. Once your application has been reviewed, the information will be added to your personnel file and an e-mail will be sent to you.

Employee Signature

Date

*****FOR OFFICE USE ONLY*****

- ☐ Approved:
☐ Not approved. Notes: _____
☐ Employee Notified Date: _____

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.