

HUMAN RESOURCES

940 North Jefferson · Springfield,
Missouri 65802

Telephone 417 523-0003 · 417 523-0197 (Fax)



In order to establish your salary for the upcoming school year, it will be necessary for you to have the statement at the bottom of this sheet completed by the college or university where you have completed a minimum of fifteen (15) graduate semester hours toward a planned master's degree program. This statement and an official transcript must be filed in the Human Resources Office no later than January 15.

TO: Division of Human Resources Office
Springfield Public Schools
940 North Jefferson
Springfield, Missouri 65802

This is to certify that _____

Social Security Number

has completed a minimum of fifteen (15) graduate semester hours beyond the baccalaureate degree which are creditable toward a planned master's degree program.

Signature

Title (Dean/Director-Graduate Division)

College or University

Date