



Springfield Public Schools

Department of Human Resources

We Exist for the Academic Excellence of All Students

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 not later than January 15.

TO: Division of Human Resources Office
Springfield Public Schools
1359 E St. Louis
Springfield, Missouri 65802

This is to certify that _____

Last four digits of Social Security Number

Employee 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. Official Transcripts must accompany BS+15 form.

Signature

Title (Dean-Graduate Division)

College or University

Date