



District School Board of Pasco County
7227 Land O' Lakes Blvd • Land O'Lakes FL 34638

EDUCATIONAL SUPPLEMENT REQUEST

Instructional Advanced Degrees/ Non-Instructional College Credit

Please complete the applicable section below (*Instructional/Non-Instructional*) to request additional payment for post-secondary education. Email the completed form, along with a copy of your transcripts, to your [School HR Staffing Contact](#) or [District HR Staffing Contact](#) or mail to the district office, **Attn: HREQ – Ed Supplement**. Please ensure all documents are legible. **The District reserves the right to request an official transcript if eligibility cannot be determined from the documentation provided.**

Foreign transcripts must be evaluated by an [Approved Credential Evaluation Agency](#).

Falsification of records to receive compensation to which you are not entitled may result in termination.

Name		Employee ID	
Job Title		Date	
Contact Info (<i>email or ph #</i>)		Work Location	
Name of college/university (<i>list all applicable</i>)		Total # of transcripts	
Name on transcript (<i>if different from Name above</i>)			

INSTRUCTIONAL

Mark the appropriate selection below and include required documentation as indicated.

FL Statute 1012.22 specifies that advanced degrees may not be used in setting a salary schedule for instructional personnel hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification. Click [here](#) for a listing of common degree majors and matching certification coverages.

<input type="checkbox"/> Bachelor's Degree + 18 semester hours <input type="checkbox"/> Master's Degree <input type="checkbox"/> Master's Degree + 18 semester hours <input type="checkbox"/> Educational Specialist Degree <input type="checkbox"/> Doctorate Degree	<p>Required documentation: copy of transcript</p> <p><i>If approved, the supplement will be paid retroactively to the first pay period following the conferral date of the degree or the term during which the last course was completed. Retroactive action applies only during the school year in which the form is submitted.</i></p>
---	---

NON-INSTRUCTIONAL

Mark the appropriate selection below and include required documentation as indicated.

<p><u>College Coursework/Degree:</u></p> <input type="checkbox"/> College coursework or advanced degree	<p>Required documentation: copy of transcript</p> <p><i>A maximum of \$1.68 may be earned for a combination of college credits and inservice points for certain positions. In general, \$0.07 per hour may be awarded for every six (6) semester hours of college credit earned from an accredited university for qualifying positions. Refer to the education supplemental pay plan for specific details and/or restrictions.</i></p>
--	---

<p><u>Other Certification/licensure/etc (ie: CPA, LPN, RN):</u></p> <input type="checkbox"/> CPA/CIA <input type="checkbox"/> RN/LPN <input type="checkbox"/> CDA <input type="checkbox"/> Registered Dietician <input type="checkbox"/> Other _____	<p>Required documentation: copy of certificate/licensure/etc</p> <p><i>Additional payment for certifications and other licensures varies depending on specific position and salary schedule.</i></p>
--	---

<p><u>Instructional Assistant (IA) or Paraprofessional applying for consideration for salary schedule 30B:</u></p> <input type="checkbox"/> IA or Paraprofessional eligible for a state issued Florida Educator's Certificate	<p>Required documentation: Transcript showing degree in one of the acceptable majors for educator certification or a statement of eligibility for a Florida Educator's Certificate</p> <p><i>If approved, placement on salary schedule 30B will be effective at the beginning of the next pay period after submission of evidence of eligibility for a Florida Educator's Certificate.</i></p>
--	---

HUMAN RESOURCES USE ONLY

Request: Approved Not Approved, Reason: _____

Instructional only: Certification coverage: _____ Degree area: _____