



Notice of Attainment of Graduate Level Degree-Relay Graduate School Students

In accordance with its mission, Link Community Charter School values life-long learning and wants to both acknowledge and reward the completion of graduate level degrees that directly support teachers' and staff members' roles and service to the school and students. When resources permit, the school will increase compensation for the attainment of graduate level degrees from accredited colleges or universities. Relay graduate school students sponsored by Link Community Charter School in their first year of teaching at Link are given priority for such increases at the successful completion of the program. Employees are invited to submit this form to provide notice of such completion of graduate level work and attainment of graduate level degree for the school to consider in annual budget reviews. Any approved increase will take place at the start of the school year following the conferring of the degree.

Employee's Full Name _____

Current Position at LCCS _____

Graduate Level Degree Conferred _____

Accredited Graduate School _____

Address of Graduate School Street Address _____

City _____ State _____ Zip _____

Date of completion/graduation _____

Please attach a copy of diploma and final transcript to this completed form and present to the Business Office no later than June 30th.

Please explain how this degree and the work you have put towards it and courses completed has/will contribute to your work at Link and the delivery of the school's mission.

Employee Signature

Date