



Personnel Records
Human Resources Department
201 South Madison Street
Rockford, Illinois 61104-2092
815-966-3145

Name

Social Security #

The above named is employed as a teacher with the Rockford Public School District and has recently completed the requirements for a Master's degree from your college. For the purpose of proper placement on the salary schedule we are requesting the following information.

Number of graduate semester hours earned by above person _____

Less Number of graduate semester hours required for Master's _____

Number of semester hours completed that were not required for Master's _____

Form completed by *(please print)*

Signature

Date

Thank you for this information

Jamie Watts
Supervisor of Professional Personnel Services
Rockford Public Schools District 205

I hereby consent to the issuance of the above information by the college to the Rockford Public Schools District 205.

Signature of Teacher

Date