

WAYLAND PUBLIC SCHOOLS
Wayland, Massachusetts 01778

APPLICATION FOR STEP CHANGE
(WESA)

This form is for the use of WESA staff members who earn a degree while in the employ of the Wayland Public Schools. Please complete this form and return it to the Personnel Office. NOTE: Notification requirements per the WESA Agreement apply (Article XI, Section 11.5)

Date: _____

I, _____, hereby apply for an increase in step placement as provided for in the Agreement Between the Wayland School Committee and the Wayland Educational Secretaries' Association, Article XI, Section 11.5: "A current employee who obtains a degree (Associate's, Bachelor's, or Master's) or Massachusetts teacher certification in addition to the degree(s) he or she possessed upon initial employment shall advance one step for each such additional degree or certification." I have attached a copy of my transcript or other evidence that the degree designated below was conferred or evidence of my Massachusetts teacher certification.

<p>Degree: <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's</p> <p>Date Conferred: _____</p>
<p><input type="checkbox"/> Teacher Certification</p> <p>License Number: _____</p> <p>Date Issued: _____</p>

Signature

Date

Approved:

Assistant Superintendent

Date