



Academic and Fine Arts Programs Verification

This form is for Academic and Fine Arts programs verification for stipend payment salary adjustment. The salary adjustment application and this completed document should be emailed to: supplemental_pmt@scsk12.org

Name: _____ SS#: _____ Phone: _____

Position: _____ School: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Employee Signature: _____

Certificated within MSCS

Required documentation for Academic and Fine Arts programs verification for stipend:

- Official transcript (Must have conferment date)

Name of Program	# of Years	Dates (To-From)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certificated outside of MSCS

Required documentation for Academic and Fine Arts programs verification for stipend:

- Verification form from each school district

ALL previous program experience **must** be documented and submitted to the Office of Compensation on an official **Experience Verification Form**, which must be completed by the current or previous employer's **Superintendent, Headmaster, Agency Director, or Designated Personnel Officer**.

The Office of Compensation may request additional documentation, as necessary, to substitute prior experience for the supplement. Stipends will be paid according to the schedule and all required documentation

Name of Program	# of Years	Dates (To-From)
_____	_____	_____
_____	_____	_____

Certificated: Equivalent Experience

Required documentation for prior experience:

- High School and College experience will count toward the years of experience

MSCS OFFICE OF COMPENSATION USE ONLY:

Request Approved:

Name of Program: _____ Total Number of Years: _____ Stipend Amount: _____

Effective Date: _____ Compensation Analyst: _____

Reason Request Denied:

_____ Experience was not verified/submitted properly _____ Verification note received

_____ Experience is not from a valid school system or _____ Other reason(s) _____

accredited institution _____