

Date

Name of Teacher  
School

Mr. Moccio,

I anticipate completing my (Master's, Master's plus 30, sixth year) degree at (name of University or College) in (month / year). Upon completion of my planned program, I will be requesting a change in my degree status for salary purposes for the 2020 – 2021 school year. I understand that upon completion of my program, it is necessary to notify your office in writing and submit an official sealed transcript verifying completion.

Sincerely,