



Auburn Public Schools

Strengthening Connections through Rigor, Relevance and Relationships

Alan Keller, Assistant Superintendent
5 West Street · Auburn, Massachusetts 01501
Phone: (508) 832-7755 · Fax: (508) 832-7710
www.auburn.k12.ma.us

TO: Members of AEA
FROM: Alan Keller, Assistant Superintendent
DATE: August 28, 2023
RE: Anticipation of Degree/Lane/Educational Level

If you are anticipating a Degree/Lane/Educational Level Change by August 31, 2024, please complete [this form](#) by 5:00 pm on **October 2, 2023** in accordance with Appendix A, Section X. This information is essential for the proper budgeting of FY25 funds.

Please refer to Appendix A, Section V and Section VII regarding prior approval of courses to be considered for degree changes: "To be valid for salary credit, all courses **shall have been approved prior to student matriculation** and completed prior to September of the year such increment shall become effective."

In summary, please be aware: we cannot make a degree/lane/level change, if the course(s) in which you were enrolled was not pre-approved utilizing the [Application for Approval of a Course](#) form.

If you have any questions about this process, please contact me.

Thank you,

Alan Keller