

Reconciliation of Hours Form

Date of Hire: _____

School: _____

It has been agreed that _____ has earned _____
Name of Employee Semester Hours

beyond his/her _____ degree. It is mutually agreed that he/she is
Bachelor/Masters

recognized at _____
Bachelor/Masters plus number of hours

The recognized credits were earned from the following:

Name of Educational Institute

Name of Educational Institute

Name of Educational Institute

Name of Educational Institute

Principal

Employee