



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**APPLICATION FOR UPGRADE TO DEGREED TEMPORARY INSTRUCTOR**

Degreed Temporary Instructors require a Bachelor Degree from an accredited college or university. To apply for an upgrade to Degreed Temporary Instructor, please complete the following:

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EDUCATION:**

College or University: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Official transcripts with Bachelor degree conferred on file with M-DCPS? **YES**  **NO**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***Send completed application along with official transcripts (if not on file) to:***  
**(No Faxes or Copies)**

School Mail - Compensation Administration  
W/L #9317, Suite #621

U.S. Mail - Compensation Administration  
1450 NE 2<sup>nd</sup> Ave., Suite #621  
Miami, FL 33132

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**COMPENSATION USE ONLY**

Approved By: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Processed Date: \_\_\_\_\_