



Changes in Personnel Information for ChildPlus Database

SEMESTER UPDATES FOR COLLEGE COURSEWORK

**Submit form by uploading to the Head Start Data Team SharePoint,
HR Folder, Upload, Continued Education Documents**

TO BE COMPLETED BY EMPLOYER: Complete Updates on Continued Education Status

Program Name: _____
Contact Person: _____ Date Submitted to MARC Head Start: _____
Employee's Name: _____ Title/Position: _____

Enrolled in a Degree Program: **If yes, check one:** ___ Associate ___ Bachelor's ___ Master's
Emphasis Area: _____ Institution: _____

Date started program: _____

Check if **Education Level** has changed: (Attach documentation and/or transcript)

___ College/Training ___ Preschool Certificate ___ Associate Degree ___ Bachelor's Degree
___ Master's Degree ___ Education Specialist ___ Doctorate

College Coursework Updates:

Submit Prior Semester Grades and Class Schedule for Current Semester with every update

Fall 20___ Number of hours enrolled during this semester: _____

Updates:

Spring 20___ Number of hours enrolled during this semester: _____

Updates:

Summer 20___ Number of hours enrolled during this semester: _____

Updates:

