

Please use this form to disclose information about the **highest level** of education you currently have.

Full Name: _____ Job Title: _____ Date: _____

What is your highest level of education achieved?

<input type="checkbox"/> High School diploma or G.E.D.	<input type="checkbox"/> Less than 8 th grade completed	<input type="checkbox"/> 10 th grade completed
	<input type="checkbox"/> 8 th grade completed	<input type="checkbox"/> 11 th grade completed
	<input type="checkbox"/> 9 th grade completed	
<input type="checkbox"/> Some College	<input type="checkbox"/> 3-14 hours	<input type="checkbox"/> 45-59 hours
<i>Indicate the semester hours completed (required):</i>	<input type="checkbox"/> 15-29 hours	<input type="checkbox"/> 60-74 hours
	<input type="checkbox"/> 30-44 hours	<input type="checkbox"/> 75-89 hours
<i>If you completed one of the degree options below, you are required to complete the table below.</i>		
<input type="checkbox"/> Associates Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Ed+30	<input type="checkbox"/> J.D.
<input type="checkbox"/> Technical School		<input type="checkbox"/> Medical Doctor (M.D.)
		<input type="checkbox"/> D.D.S

Name of College, University, or Technical School	Major Area of Study	Did you graduate?		Date of Graduation	Degree Recieved
		Y	N		

This information is accurate and complete to the best of my knowledge, and I understand that LSUHSC-NO may require verification of education and degrees prior to employment.

Signature: _____ Date: _____

Guidelines for completing the Education Questionnaire

Why do we ask for this information?

Louisiana Revised Statute 42:290 and Civil Service Rule 15.8 establish the requirements for agencies to report employee data to State Civil Service. In an effort to improve the ability of SCS to respond to requests for the educational makeup of the classified workforce, agencies are newly required to maintain the following education-related information for all classified employees:

- Highest level of education achieved
- Type of degree/certification/diploma awarded
- The major field of study is also required (if a college degree is indicated)

In addition to allowing SCS to provide detailed information on the educational makeup of the current classified workforce at a given point in time, this data requirement will increase the ability for SCS to provide enhanced transactional reporting to include educational makeup of new hires and subsequent career movements of classified employees within an agency as well as potentially identify hiring trends in a particular classified job title.

Can I update this in the future if I achieve additional levels of education?

Absolutely! You can submit an updated form to the HRM department at nohrm@lsuhsc.edu any time.