

Cle Elum-Roslyn School District Application for Credit/Clock Hour Approval

Name _____ Date _____ Current Assignment _____

The 1995 Washington State Legislature has mandated that all credits (including clock hours) earned after September 1, 1995, shall count only if the content of the course meets one or more of the state-defined criteria listed below. It will be necessary to complete this form and establish eligibility before any credits awarded after September 1, 1995, will be accepted by the district for salary placement.

Criteria:

- A. *The course is consistent with a school-based plan for improving student learning developed under student learning improvement block grants for the school in which the individual is assigned.*
- B. *The course pertains to the individual's current assignment or expected assignment for the following year.*
- C. *The course is necessary for obtaining endorsement as prescribed by the State Board of Education.*
- D. *The course is specifically required for obtaining advanced levels of certification.*
- E. *The course is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff member of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.*
- F. *Addresses researched-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.*

Indicate in the last column which criteria the course meets by inserting the criteria letter shown above and submit form to your principal/program manager. **Courses must be approved by supervisor and human resources office.**

Date/Term Earned	Course # and Title	Institution/ Provider	# Credits/Hours (indicate type)	Criteria
			_____ Qtr/Sem/Clk	
			_____ Qtr/Sem/Clk	
			_____ Qtr/Sem/Clk	
			_____ Qtr/Sem/Clk	
			_____ Qtr/Sem/Clk	

Please submit official transcripts and appropriate clock hours forms to the personnel office upon completion of the course. In order to qualify for placement on the current year's salary schedule, coursework must be completed prior to October 1 and appropriate documentation made to the payroll office on or before October 15. Movement on the district salary schedule due to additional coursework will be made in the November payroll.

Employee Signature

Date

Principal/Program Manager Signature

Date

DISTRICT OFFICE USE ONLY:

Approved

Not Approved

Comments: _____

Human Resources Signature

Date