

# **Request for Approval of Courses for Credit on Salary Schedule**

Name \_\_\_\_\_

School \_\_\_\_\_

Subject or Grade \_\_\_\_\_

## 1. **Criteria**

Credits to be considered for application of any lane of the salary schedule must be germane to the teaching assignment as determined by the school district. **Credits for lane changes are based on the quarter system. The formula for converting semester credits is semester credits x 1.5 = quarter credits.**

A Master's degree plan should be on file. The plan should be signed by the Masters degree college advisor.

## 2. **Final Authorization to Personnel File**

Credits will be awarded after a transcript certifying completion of a course, when a grade of B or higher, has been received in the District Office. Credit approval below indicates approval as to the course being germane.

<u><b>College or University</b></u>	<u><b>Name of Course</b></u>	<u><b>Course Number</b></u>	<u><b>Under-graduate or Graduate</b></u>	<u><b>Number of Quarter Credits</b></u>	<u><b>Semester or Quarter/Year</b></u>

In what way(s) do you feel each course is germane to your teaching assignment? If more than one course is listed, please explain each.

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Superintendent \_\_\_\_\_

Decision \_\_\_\_\_

Date \_\_\_\_\_

**SEE REVERSE SIDE FOR PROPER PROCEDURE IN PREPARING THIS FORM**

## **Procedure for Course Approval**

1. Fill out *Request for Approval* form available from the secretary in each building and submit to the Continuing Education Committee before taking this class.
2. Continuing Education Committee will determine approval for continuing education clock hours.
3. District Office will determine approval of credits for applying to lane change on the salary schedule.
4. Form will be returned to the applicant if disapproved by the Continuing Education Committee or the District Office. If it is approved, the form will be kept in your file in the District Office, and you may request a copy of the signed form from them.
5. This procedure must be followed **prior to** taking college courses!!