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OLYMPIA SCHOOL DISTRICT HUMAN RESOURCES OFFICE

APPLICATION FOR SALARY COLLEGE CREDIT APPROVAL

Use this form when taking multiple courses at one college or university.
For single course or workshops, complete the Credit or Non-District Clock Hour Approval form.

Instructions: If you intend to use college credits for salary schedule advancement, you must complete this form and submit to the District's Human Resources Office for approval. It is recommended that approval be requested prior to taking the course.

Name:_____ **Date:**_____

School/Location:_____ **Grade/Subject:**_____

CRITERIA

In compliance with WAC 392-121-262, credits earned after September 1, 1995, will be counted toward salary increments only if the content of the course meets, at minimum, one of the following criteria:

1. is consistent with a school-based plan for mastery of student learning goals as referenced in RCW28A.320.205, the annual school performance report, for the school in which the individual is assigned; or
2. pertains to the individual's current assignment or expected assignment for the following school year; or
3. is necessary for obtaining endorsement as prescribed by the state Board of Education; or
4. is specifically required for obtaining advanced levels of certification; or
5. 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; or
6. Assessment and Instruction in the area of Special Education.

COLLEGE/UNIVERSITY COURSE CREDIT:

Courses duplicated, in most circumstances, are not approved for salary advancement. If this is a duplication of a course, please attach to this form a letter explaining why it was essential to repeat the course. Please contact the Human Resources Office if you need clarification. Credits must be submitted on an official transcript. Copies of transcripts and grade reports will not be accepted.

College/University Courses are being taken at:_____

Date or Term of Course	Course Title and Reason it Meets Criteria indicated*	# of Credits & Type (Quarter or Semester)	Meets Criteria Number

*If needed, attach explanation of why it meets the criteria(s) indicated for course(s).

Human Resources Office Use Only: ☐ **Credits Approved** ☐ **Credits Not Approved**

_____ _____

Participant's Signature and Date **Human Resources Signature for Approval and Date**

Original: Personnel File **Copy:** Will be returned to the employee