WASHINGTON UNIFIED SCHOOL DISTRICT

APPROVAL OF COLLEGE COURSE WORK FOR ADVANCEMENT ON SALARY SCHEDULE

District Policy and Administrative Regulation 4131.7 requires all course work taken for salary schedule credit purposes be at accredited colleges and have prior approval of the director of Personnel. After completion of courses, official transcripts or grade cards must be filed with the personnel Office. To be sure that the course work you take is applicable towards salary schedule credit, please complete this form and submit to the Personnel Office **before registering for classes**.

College/University Credit: Salary schedule credit is based on semester units. Quarter units will be converted to semester units. One quarter unit = 2/3 of a semester unit.

Continuing Education Units: District may approve Continuing Education Units (CEU). Conversion of CEU units is the same as conversion of quarter units. One CEU = 2/3 of a semester unit.

District Inservice Workshops: Salary credit for District Inservice Workshops is automatically approved. This form is not required. Credit will be given upon completion of workshop and receipt of District Inservice Grade Card (or written notice from the presenter.)

District-paid Workshops/Course Work/Stipends: Credit for workshops, institutes, etc. supported through District or categorical money may **NOT** be used for advancement on the salary schedule. Personnel desiring credit to advance on the salary schedule must pay all costs and will receive no stipend for attendance.

In accordance with the above provisions, please indicate the courses you plan to take, and forward this form to the school principal for submission to the Personnel Office.

Session: Fall _____ Year Winter _____ Year Spring _____ Year Summer _____ Year

College or University	Course	Title of Course	Sem	Qtr	CEU

Name _____

School _____

Grade/Subject _____

Date _____

Approved _____ Not Approved _____

_____
Asst Superintendent, Human Resources

Date _____