SOUTHGATE COMMUNITY SCHOOL DISTRICT
BEACON EDUCATIONAL SPECIALISTS
REPORT OF EXTRA CREDITS

(Submit to Human Resources)

Per Appendix A of the agreement between the Southgate Community School District and the Beacon Educational Specialists (BESSS), the district agrees to pay bargaining unit employees for credit hours obtained that are above those required for the respective positions. The District will pay $20.00 per credit hour beyond those classes required for employment, to a maximum of 30 hours.

- Program Assistant Consultant — Over 120 Hours
- Behavior Specialist I — Over 120 Hours
- Behavior Specialist II — Over 120 Hours
- Program Assistant — Over 60 Hours
- One-on-one — Over 60 Hours

Name:_____ Title:_____

I am reporting credit hours that I have obtained in excess of my job requirements.

1. Number of previous credit hours _____
   University/College_____

2. Number of credit hours this submission_____
   Semester completed _____
   Verification: Official Transcript____Official Grade Report _____

3. New credit hours total_____

_____ _____
Employee Signature Date

_____ _____
Building Administrator Signature Date

Prior to submitting to Human Resources, please make a copy for yourself

**For Office Use Only**

Previous Hours _____
This Submission _____
**New Total** _____

Approved by_____ _____
Human Resources Director Signature Date

Routed to: Payroll _____
Date