



# Eatonville School District #404

Phone: 360-879-1000 Fax 360-879-1086

PO Box 698, 200 Lynch St. W.

Eatonville, WA 98328

*Together, we commit to inspiring life long learners to create a better future.*

## CREDITS and/or CLOCK HOURS Submission Form

(this form is not required for clock hours awarded by Eatonville School District)

Date: \_\_\_\_\_ Employee's Full Name: \_\_\_\_\_

School/Location: \_\_\_\_\_ Current Assignment: \_\_\_\_\_

### Instructions:

1. Enter the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column.
2. Attach the documentation (per WAC 392-121-280) & obtain your principal or administrator's signature.
3. Deliver this form to Human Resources and request that these credits be recognized for placement on salary allocation documents. **October 1st** is the deadline to have all information into the District Office.
4. Contact the district personnel office or collective bargaining unit representative to obtain copies of district policies and/or contract language relating to: eligibility of credits for salary classification; pre-approval of credits; required documentation; timelines for submission of forms; and procedures for resolving disputes.

Date or Term Earned	Institution or Provider	Course Designation and Title	Number of Quarter Credits, Clock Hours or Equivalent	Recognition of These Credits is Based on the Following Criteria* (See Below)

\*RECOGNITION CRITERIA-Credits earned after September 1, 1995, must meet criteria established by the 1995 Legislature before they can be used for placement on salary allocation documents. At the time credits are recognized by the school district the content of the course must meet at least one of the following:

1. It is consistent with the school district's strategic plan for improving student learning.
2. It 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.
3. It pertains to the individual's current assignment or expected assignment for the following school year.
4. It is necessary for obtaining endorsement as prescribed by the State Board of Education.
5. It is specifically required for obtaining advanced levels of certification.
6. It 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 of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Administrator Signature

\_\_\_\_\_  
Date

At a minimum, this documentation must include a dated signature of the immediate principal or supervisor and must be available to the employee's future employers and for audit purposes.

**A copy of this form will be returned to the employee as soon as documentation has been registered.**

FOR DISTRICT OFFICE USE
Received By _____
Date Entered in System: _____