

DOUGLAS COUNTY SCHOOL DISTRICT

REQUEST FOR PROFESSIONAL GROWTH FORM

Updated: 2016-17

IMPORTANT - PLEASE READ OTHER SIDE BEFORE FILLING OUT THIS FORM

I plan to enroll in the following course(s)...an example of how to complete the table has been provided:

Accredited College or University	Title of Course	Course Department + Number	# of Semester Credits	# of Quarter Credits	Date Course Begins	Relationship to A-F
University of Nevada	The Principalship	EL 710	3	N/A	8/15/2016	F

All Questions Below MUST BE ANSWERED:

1. Is a letter grade available? Yes No
2. Does the course(s) apply towards a degree at the above Accredited College or University? Yes No
3. Will either District release time or District funding be used? Yes No
4. Have you taken this same course previously? Yes No

I certify that all of the information provided on this form is true and correct.

Printed Name	Date	Work Location
Teaching Assignment	Home/Cell Phone Number	
Teacher - Signature		

***** REQUIRED SIGNATURES *****

Principal - Signature	Date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Director of Human Resources - Signature	Date	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you Verified Question 2 Above?

***** DOUGLAS COUNTY SCHOOL DISTRICT DECISION *****

- | | |
|---|---|
| <input type="checkbox"/> The Course(s) are APPROVED | <input type="checkbox"/> The Course(s) are NOT APPROVED |
|---|---|
- The course(s) was not approved because it did not meet the following requirements:*
- | | | |
|--|--|---|
| <input type="checkbox"/> Apply towards a Degree | <input type="checkbox"/> A-F Requirements | <input type="checkbox"/> Requires Principal's Written Request/Rationale |
| <input type="checkbox"/> Upper Division/Graduate Level | <input type="checkbox"/> Received Prior to Starting Course | <input type="checkbox"/> See Attached Information |

Date Form Returned to Teacher: _____

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Professional Growth credit is outlined in Article 13-4 of the Negotiated Agreement.

The District shall credit any teacher who desires professional growth advancement on the Licensed Personnel Salary Schedule with professional growth credit for any course(s) taken from an accredited university or college that is related to:

- a) The teacher's major or minor field of preparation
- b) The teacher's current assignment
- c) The teacher's present licensure

The District will also consider for professional growth credit courses that may be educationally beneficial to the District which relate to:

- d) The teacher's present degree
- e) Additional licensure being pursued by the teacher
- f) Additional degree(s) being pursued by the teacher.

In all cases of the above approved courses, the following criteria must be met:

1. This form must be completed, submitted to, and approved by the Director of Human Resources **PRIOR** to enrollment in any college or university course(s) to be able to receive credit for advancement on the Licensed Personnel Salary Schedule.
2. The course must count towards an upper division credit for a Bachelors or higher degree at that university or college, even if the teacher is not seeking that degree. Along with this professional growth form, the teacher is required to attach evidence which verifies the course is part of a Bachelor's or higher degree program. **(SEE SAMPLE SCENARIO BELOW)**
3. A grade no lower than a "B" must be earned for the course.
4. Courses for which only a "pass/fail" or "satisfactory/unsatisfactory" grade can be obtained will not be approved unless no option to receive a letter grade for the course is available. In such cases, the teacher is required to provide verification from the college that a letter grade is not an option.
5. All transcripts (or appropriate notification) must be received by Human Resources by **October 1st** of each year should an increment and/or degree promotion exist for an increase on the salary schedule.

Important Notes:

1. Requests for LOWER DIVISION courses will not be considered nor processed unless your Principal requested you to take the class and submits supporting rationale for this request.
2. **DO NOT USE THIS FORM FOR DISTRICT-SPONSORED IN-SERVICE CREDITS.** District-Sponsored in-service classes will clearly state whether credit for salary schedule advancement will also be given. *In-Service credits taken through school districts or educational entities other than our own will not count for advancement on the Licensed Personnel Salary Schedule.*
3. If either release time or District funding is given to attend classes, workshops, or conferences, any credit received for such attendance will not count for advancement on the Licensed Personnel Salary Schedule.

SAMPLE SCENARIO: Teacher A wants to take *EL 710 - The Principalship*, from the University of Nevada. In order to receive professional growth credit, Teacher A must provide evidence that *EL 710* is an upper division class which would apply towards a Bachelors or higher degree at the university. In this sample scenario (see below), *EL 710* is one of the 13 required courses for the Master's of Education - Educational Leadership degree at the University of Nevada. As a result, *EL 710* would be approved by the District for advancement on the Licensed Personnel Salary Schedule.

Master of Education (M.Ed.) - Educational Leadership (Required Courses)

Course	Title	Credits	Course	Title	Credits
EL 700	Basic Principles of Educational Administration	3	EL 735	The Law of Public Education	3
EL 701	Administration of School Staff Personnel	3	EL 743	Public Relations for Schools	3
EL 703	Administration of Curriculum Improvement	3	EDRS 746	Data Based Decision Making	3
EL 710	The Principalship	3	EDRS 700	Introduction to Educational Research	3
EL 715	Supervision and Evaluation of Teaching	3	EL 798	Internship	3
EL 726	School Business Management	3	EL 795	Comprehensive Examination (ETS)	1
EL 734	Special Education Law	3	Total Credits		37