

CANUTILLO INDEPENDENT SCHOOL DISTRICT
DUAL CREDIT SUPPLEMENTAL PAY
CERTIFICATION AND REQUEST FORM

NOTE:

Any credits earned must be toward completion of your education to become SACS accredited to teach Dual Credit Classes. The application deadline is **June 15**. Please be sure to attach an updated official transcript.

Incomplete applications will not be considered. Submit applications and transcripts to: Judy Jimenez, Employee Development Coordinator, Curriculum & Instruction Department. If you have any questions, please call 877-7486.

Employee Name: _____	Campus: _____
Position: _____	Content: _____
Employee ID #: _____	Email: _____
Home Address: _____	Home Phone: _____
Work Phone: _____	Cell Phone: _____

Name of College/University _____	
College Hours Completed (check one):	_____ 3-5 hrs (\$800.00) _____ 6+hrs (\$1,200)
Please initial and sign below:	
_____	I certify that all of the information I have provided is accurate.
_____	I understand that if I provide information that is not true, I may be required to refund any money provided me by CISD.
_____	I affirm I am in good standing with the district and, have received a Proficient rating on all domains of my PDAS.
Signature: _____	Date submitted: _____

FOR INTERNAL USE ONLY:

Date Received: _____ Received by: _____

Transcript Received: _____ Credit Hours earned: _____

Supplemental Pay: _____

Acct #: _____

Approved: _____
Judy Jimenez, Employee Development Coordinator

Date: _____

Approved: _____
Martha Carrasco, Executive Director, Human Resources

Date: _____