



HUMAN RESOURCES DEPARTMENT

651-351-8340

www.stillwaterschools.org

1875 South Greeley Street
Stillwater, MN 55082



Course Approval Form for District Salary Credit

NAME _____ DATE _____ SCHOOL _____

PRESENT ASSIGNMENT (i.e., Grade 2, Sr. High Math, Jr. High Geography) _____

Request is for salary credit approval **prior** to taking the following scheduled course. Credits to be considered for salary schedule must be approved **prior** to taking the course or **within five days** of the first class meeting. (Please fill out separate sheet for each course.)

You must attach a copy of the course description from the accredited college or university which lists the number of credits to be awarded and the start and end

Course No.	Course Title\ Description	College or University	Credits Qtr. Hrs.	Credits Sem. Hrs.	Dates

Describe the relevance of this course to your present educational assignment:

Does this class duplicate any that you have? _____ NO _____ YES If yes, please explain:

- Clock hours (Continuing Education Units) may not be used for salary credit.
- One college\university quarter credit equals 1 district salary credit.
- One college\university semester credit equals 1.5 district salary credits.
- Credits will not be given beyond those awarded by a university.

Send a copy of the approval form to the Human Resources Generalist, Central Services Building. A copy will be sent back to you indicating the status of your request. After you have completed the above listed course, send a transcript or grade report for verification to Human Resources.

Final determination of credits will be made upon receipt of transcript or verification of satisfactory completion of the course.

APPROVED

NOT APPROVED

Signature of Human Resources

Date

Revised 5/2018

Afton-Lakeland Elementary, Andersen Elementary, Brookview Elementary, Early Childhood Family Center, Lake Elmo Elementary, Lily Lake Elementary, Oak-Land Middle School, Rutherford Elementary, St. Croix Valley Area Learning Center, Stillwater Area High School, Stillwater Middle School, Stonebridge Elementary