



Professional Staff Guidelines Self-Report of Completed Coursework Form

In an ongoing effort to streamline our human resources process, we are providing you with an opportunity to report completed coursework towards preparation level movement. By completing the [Professional Staff Self Report of Completed Coursework Form](#), we can more efficiently review the credits that are on file on our office. In addition, we will also accept unofficial transcripts along with this report to expedite the review process. Please understand that including unofficial transcripts is a completely voluntary option.

You will first need to download the form to your local computer. Please make sure fill in upper portion of the form completely, including your undergraduate degree and graduate degree(s) information. If you possess a PDE Master's Equivalency (MeQ) should enter your bachelor's degree information *as the bachelor's degree is still the highest degree earned*. Similarly, movement to the PDE Master's Equivalency (MeQ) requires the official letter from PDE to verify such movement.

Complete the specific information on each course as outlined on the form. If unofficial transcripts are provided, we will let you know which universities we will need you to submit official documents to make your file completed.

Completed forms and supporting unofficial transcripts should be emailed to personnel@wcasd.net for review. Forms will be reviewed in the order in which they are received and may take up to three weeks to be verified.

Finally, verification of completed credits in this process **does not** represent an approval for movement on salary schedule.