

Grand Coulee Dam School District

Course Approval Documentation

ELIGIBLE ACADEMIC, IN-SERVICE, OR NON DEGREE CREDITS TO BE
RECOGNIZED FOR PLACEMENT ON LEAP SALARY ALLOCATION DOCUMENTS

Employee's Name _____ Date _____
School/Location _____ Current Assignment _____

Instructions

- Enter in the table below the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column.
- Deliver this form to the district personnel office and request that these credits be recognized for placement on the LEAP salary allocation documents.
- Provide additional documentation as required by WAC 392-121-280 to the district personnel office.
- 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 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 1994 Legislature before they can be used on LEAP 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 Hours are consistent with a school-based plan for mastery of student learning goals as referenced RCW 28A.655.110, the annual school performance report, for the school which I am assigned
- 2 Hours pertain to my current assignment or expected assignment for the following school year.
- 3 Hours are necessary for obtaining endorsement as prescribed by the Washington professional educator standards board. (Note: This choice uses college transcripts, not clock hours.)
- 4 Hours are specifically required for obtaining advanced levels of certification. (e.g. moving from an entry level Residency to the advanced level Pro-Cert, but not from an entry level Initial to an advanced level Continuing.)
- 5 Hours are 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.
- 6 Hours address research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable/appropriate for individual certificated instructional staff.

Employee Signature

Original to Personnel Office

Copy to Employee

Building Principal Signature

Date