

# Webster Groves SD Channel Change Packet



- Channel Change Process
- Letter of Intent Sample
- University Graduate Credit Application
- Summary Log

# Human Resources



Teachers attaining a new degree level will be placed on the appropriate salary schedule following the earning of the degree or graduate credits from graduate level coursework provided they notified the Assistant Superintendent of Human Resources prior to May 15th of the preceding school year.

The following steps should be followed when applying for a Channel Change:

- 1) Submit a **letter of intent** notifying the Assistant Superintendent of Human Resources, regarding the completion of a channel change, prior to May 15th of the proceeding school year.
- 2) **For MA+30 and MA+50 ONLY** - Prior to enrolling in a graduate course, a **University Graduate Credit Application** and a copy of the university/college course description must be completed and forwarded, for each course that you would like to use towards a channel change to Human Resources for review and signature approval by the Assistant Superintendent of Human Resources. (Professional Development courses, workshops, seminars, etc. that receive graduate level credit will not be accepted.)
  - a. Graduate Coursework: At least 51% of your graduate credit hours for each channel change must be attained by the successful completion of graduate level coursework from an accredited University or College. (Professional Development courses, workshops, seminars, etc. that receive graduate level credit will not be accepted.)
- 3) **For MA+30 and MA+50 ONLY** - **Submission of salary credit certificate(s)**, issued and approved by the Assistant Superintendent for learning. Employees paid on the teacher salary schedule, with a MA, may use District Salary Credit, district approved professional development for up to 49% of the hours required for a channel change.
  - a. MA to MA+30: 14 salary credits may be used
  - b. MA+30 to MA+50: 9 salary credits may be used
- 4) **For MA+30 and MA+50 ONLY** - A completed **Channel Change Summary Log** form that lists all graduate credit coursework and salary credit(s) must be submitted. You may be eligible for a channel change only if you adhere to the following:
  - A) Submission of all **official academic transcripts** from Universities and/or Colleges must be original documents bearing the institutional seal and signature of the institution's registrar, showing conferred date. They must be emailed or submitted in the original, sealed envelope from the institution directly to Human Resources.

Have your institution(s) submit the official transcript to one (1) of the following:	
Webster Groves School District 400 E. Lockwood Webster Groves, MO. 63119	<a href="mailto:hrc@wgmail.org">hrc@wgmail.org</a>

**B) Forward all required documents to Human Resources by August 31st of the intended channel change year.**

- Required document include the following:
  - o University Graduate Credit Applications
  - o Summery Log
  - o Official Transcript(s)

**PLEASE NOTE:** Once approved by the Board of Education, employees will receive a new contract reflecting the successful completion of a Channel Change.

Return Address  
City, State and Zip Code

(Insert Date)

Webster Groves School District  
400 E. Lockwood Ave.  
St. Louis, MO. 63119

To Whom It May Concern:

I would like to request a channel change for the *(insert intended year)* school year. My completed coursework will place me at *(insert anticipated channel change)*.

Please let me know if you have any questions or need any further information.

Best Regards,

*(Your Signature)*

*(Your Name Printed)*

## University Graduate Credit Application (For Purpose of Channel Change)

To begin the approval process this form must be received by the Human Resources department, 30 days prior to the start of the course. Any discrepancies will result in a delay of processing your paperwork.

Name \_\_\_\_\_ Building \_\_\_\_\_

Grade/Subject \_\_\_\_\_ Degree/Channel pursuing: \_\_\_\_\_

Course Prefix (e.g. ENG121) \_\_\_\_\_ Course Title: \_\_\_\_\_

Name of University \_\_\_\_\_ Semester \_\_\_\_\_ Credit Hours \_\_\_\_\_

Has the coursework description been attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

I understand that to successfully complete a channel change, the following must take place:

- 1) Submitting a letter of intent notifying the Assistant Superintendent of Human Resources by May 15<sup>th</sup> of the preceding school year.
- 2) Completing and submitting University Graduate Credit Applications for all coursework that will be used by August 31<sup>st</sup>. Remember coursework graduate credits are not accepted if offered through educational platforms partnering with colleges/universities and are categorized as Educational Workshops, Professional Development, Seminars, Continuing Education, etc.
- 3) Submitting a Channel Change Summary Form listing all coursework and salary credit submitted by August 31<sup>st</sup>. **(MA+30 or MA+50 only)**
  - a. Graduate Coursework: At least 51% of your graduate credit hours for each channel change must be graduate credit from an accredited University or College resulting from successful completion of graduate coursework.
  - b. Salary Credit: Employees paid on the teacher salary schedule, with a MA, may use District Salary Credit, district approved professional development, for 49% of the hours required for a channel change. Salary Credit is issued and approved by the Assistant Superintendent for Learning.
- 4) Requesting that official transcripts from the College/University be sent to Human Resources via email at hrc@wgmail.org by August 31<sup>st</sup>.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

### **Pre - Authorization**

Your application for \_\_\_\_\_ hours of university credit (has, has not) been pre-approved.

\_\_\_\_\_  
Assistant Superintendent of Human Resources Date

Human Resources Only	
Date Received	

