



**Pueblo School District No. 70
Department of Personnel Services**

Classified Declaration of Academic Credits

Employee Name (Please Print) Date School/Department

Placement on Salary Schedule **before** this declaration

I hereby declare the following horizontal movement on the classified salary schedule:

30 Hours 60 Hours AA Degree BA Degree

Name of College/University _____

Hours shall be in the following:

1. Article 16-13-3.1 Documentation of eligibility for horizontal increments shall be provided to the District no later than August 15th or January 15th for such classified employee to be eligible for the horizontal increment on that date.
2. Semester hours or quarter hours are converted at .666
3. The institution granting the hours or degree must be accredited and recognized by the Colorado Department of Education.
4. Transcripts must be scanned with this form.

I understand it is my responsibility to produce a copy of official college transcripts. This evidence must be scanned and emailed to hr@district70.org by August 15th or January 15th.

Employee Signature

Evaluated by: _____

Approved

Not Approved