



Pueblo School District No. 70
Department of Curriculum and Instruction

Certified Declaration of Academic Credits

Employee Name (Please Print)

Date

School

Placement on Salary Schedule **before** this declaration

I hereby declare the horizontal movement I am submitting is for:

BA+10 BA+20 MA MA+20 MA+40 MA+60 MA/MA PhD

I have obtained my Masters in _____ **(College/University)** _____

I have a second Masters in _____ **(College/University)** _____

Listed on the Declaration Form are the college courses or in-service classes I am declaring. Scanned copy of **Official** transcripts and/or the PowerSchool Professional Learning transcripts must accompany this Declaration form. This declaration must be scanned and emailed to c_and_l@district70.org on or before **August 15th or January 15th**, for horizontal movement. **PLEASE NOTE:** Horizontal movement packets must be scanned and emailed to c_and_l@district70.org and will **not** be accepted if dropped off in person. I understand Article 17 of the Pueblo County Teachers Negotiated Agreement states:

17-1-1 The District will recognize only those graduate credits that are in accordance with the criteria established by the Colorado Department of Education for recertification credit.

17-1-2 Credits other than those described in Article 17-1-1 above will be recognized only if such credits have been approved in writing by the Director of Personnel prior to the beginning of the course for which credit for lateral movement is sought.

17-1-3 The District will continue its practice of granting credits for lateral movement on the salary schedule to those teachers who successfully complete participation as a member of a District curriculum committee.

I understand it is my responsibility to produce **official** college transcripts and PowerSchool Professional Learning transcripts or undergraduate course transcripts with prior approval to verify my additional hours beyond my highest degree. This evidence must be scanned and emailed to c_and_l@district70.org by August 15th or January 15th, when applicable for horizontal movement.

Employee Signature _____

****To gain horizontal movement beyond the MA columns, course work, hours or credit must be completed after the MA Degree is awarded.**

Evaluated and Approved by:

☐ APPROVED

Carryover Hours

Total Hours

☐ NOT APPROVED

[illegible]