SHORELINE SCHOOL DISTRICT
Credit & Clock Hour Approval Form

The 1995 State Legislature has mandated that credits/clock hours earned after September 1, 1995 shall count only if the content of the course meets one or more of the state-defined criteria listed below in Section IV. The employee must complete this form and establish eligibility **BEFORE** any credit/clock hour earned after September 1, 1995 will be accepted for district salary placement. A separate form must be completed for each transcript or clock hour activity. After obtaining supervisor's approval, attach this form to your OFFICIAL TRANSCRIPT or CLOCK HOUR form that verifies credits/clock hours were earned, and submit in total to Human Resources.

SECTION I: EMPLOYEE Requesting Approval for Credits or Clock Hours

Employee # _____ **Employee** _____
Last First Middle

Location: _____ **Assignment:** _____

SECTION II: CREDITS (Must be on an OFFICIAL transcript from Registrar's Office of an accredited college/university)

_____
Name of accredited College or University Semester/Date of completion

1. _____ _____ _____
Course # Course Title # of Credits
2. _____ _____ _____
Course # Course Title # of Credits
3. _____ _____ _____
Course # Course Title # of Credits
4. _____ _____ _____
Course # Course Title # of Credits

SECTION III: CLOCK HOURS (Must be awarded by an SPI approved Clock Hour Provider)

1. _____ _____
Course Title # of Clock hours

SPI-approved Sponsoring Provider _____
(i.e. ESD 121, Shoreline, Northshore, etc.)

Dates of Attendance _____

SECTION IV: CERTIFICATION (Credits or Clock Hours must meet one or more of the following criteria per the WAC 392-121-255, 257, 259, and 262)

I hereby certify that the content of the course(s) listed above for which credit or clock hours were earned (check one)

___ 1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned.

___ 2. It pertains to the individual's current assignment or expected assignment for the following school year.

___ 3. It is necessary for obtaining an endorsement as prescribed by the State Board of Education.
Type of endorsement sought: _____

___ 4. It is specifically required for obtaining advanced levels of certification (i.e. Professional, Administrator)
Type of certificate sought: _____

___ 5. It is 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.

I certify under penalty of perjury that the information presented is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to forfeiture of credits and/or current salary placement, or revocation of his/her certificated pursuant to Chapter 180-85 WAC.

_____ _____ _____ _____
Employee's Signature Date Supervisor's Signature Date

Distribution: **WHITE-Human Resources** **YELLOW-Employee** 4/05/DM