

Washington Community School District
Course Verification Form

Employee name: _____

Position: _____

Building: _____

Name of class: _____

Number of credit hours: _____

Verify class is a Graduate credit class: _____

Please check the district goal that applies to the class you are taking for salary advancement.

WCSD Long Range Goals

_____ All K-12 students will achieve at high levels in reading comprehension and be prepared for success.

_____ All K-12 students will achieve at high levels in mathematics and be prepared for success.

_____ All K-12 students will achieve at high levels in reading science and be prepared for success.

_____ All K-12 students will use technology to develop proficiency in reading, mathematics and science.

_____ All K-12 students will feel safe at and connected to school.

_____ All high school students will plan to pursue some aspect of post-secondary education or training (military, apprenticeship, college, community college...)

Overview of the class:

How will the class be used in your educational area:

Superintendent Signature: _____

Date: _____

Each class must be approved by the superintendent before credit will be considered for salary advancement. Deadline for notification of lane movement is July 1st.

Please attach an official transcript if available or send Central Office when the transcript is received.

Please send one copy of the form to central office. Place one copy in your professional growth folder.

Board Policy
Salary Advancement
Code 406.3

Continued education on the part of licensed employees may entitle them to advancement in compensation. The superintendent must approve all continuing education hours towards the advancement in compensation by July 1st of the school year preceding the actual year when advancement occurs.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee.

Note: The law no longer requires a district to provide advancement for continued education credit. Districts may choose to maintain advancement for continued education credit but are only required to negotiate base wages as part of the collective bargaining process.

Revised: January 2019