



# Oak Harbor School District

## Eligible Academic, In-Service, or Non-degree Credits to be Recognized for Placement on LEAP Salary Allocation Documents

Employee Name \_\_\_\_\_

School/Location \_\_\_\_\_ Current Assignment \_\_\_\_\_

### Instructions:

- Enter in the table below, the requested information about each course. Use the list of criteria to determine which numbers to put in the last column. Additional sheets listing more courses may be attached to this form.
- Sign and date the form. Have supervisor approve as indicated in the box at bottom of form.
- Submit this form to Human Resources along with supporting documentation as required by WAC 392-121-280 (i.e.: in-service registration form, official transcript) and request that these credits be recognized for placement in accordance with LEAP salary allocation.
- Contact the Human Resources office or collective bargaining unit representative to obtain copies of district policies and/or contract language relating to eligibility of credits for salary classification, pre-approval of credits, required documentation, timelines for submission of forms, and procedures for resolving disputes.

Date/Term Earned	Institution/Provider	Course Designation/Title	Number of Quarter Credits or Equivalent	**Recognition Criteria

\*\*Select appropriate recognition criteria for connection of course content as listed below.

### Recognition Criteria:

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

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 endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
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.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysphagia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.
7. Beginning in the 2011-12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUPERVISOR APPROVAL:**

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