

TACOMA PUBLIC SCHOOLS

Determining Credit and Clock Hour Eligibility

- Instructions for completing this form —

To determine if credit or clock hours may be approved for recognition on the salary schedule and/or funding reporting purposes, answer the following questions:

- A. **BUILDING GOALS** - Is the course content consistent with a **school-based Plan for mastery of student learning goals** as referenced in RCW 28A.320.205, the annual school performance report for the school in which you are assigned?
YES (*Complete this form, circle criteria A. Indicate the specific component of the school's plan and submit form for approval*)
NO (*Continue to next question*)
- B. **CURRENT ASSIGNMENT** - Does the course content pertain to **your current assignment** for the following school year?
YES (*Complete this form, circle criteria B, and submit form for approval. Be Sure to include your current assignment description at the top of this form*)
NO (*Continue to next question.*)
- C. **ADDED ENDORSEMENT** - Is this course necessary for **obtaining an added endorsement** to your teaching certificate?
YES (*Complete this form, circle criteria C. Describe the specific endorsement and essential area of study for which you are currently working, and submit form for approval.*)
NO (*Continue to next question.*)
- D. **ADVANCED CERTIFICATION (Principal Credential)** — Is this course **specifically required** for obtaining an advanced certificate?
YES (*Complete this form, circle criteria D. Describe the advanced level of certificate you are working to obtain, and submit form for approval*)
NO (*Continue to next question.*)
- E. **ADVANCED DEGREE (M.A. or Ph.D.)** - Is this a college or university **advanced degree** program that pertains to your current assignment or potential future assignment as a certificated instructional staff of the school district, where the potential of the future assignments is agreed upon by you and the school district?
YES (*Complete this form, circle criteria E. Describe the degree program in which you are enrolled, and submit form for approval.*)

If you answered YES to any question above, complete this form and submit it to your supervisor or administrator, then forward to Human Resources for approval.

If you answered NO to ALL questions above, this course is not eligible. If you have any questions, please contact your supervisor, administrator or Human Resources.

Staff members are responsible for ensuring official transcripts are sent by their college/university and received in Human Resources no later than January 1st of the current school year.