

**WELLPINIT SCHOOL DISTRICT #49  
AUTHORIZATION REQUEST  
FOR ELIGIBLE ACADEMIC, INSERVICE OR NON-DEGREE CREDITS**

NAME:	DATE:
CURRENT ASSIGNMENT:	LOCATION:

**Instructions:**

- Enter in the table below information about each course you purpose taking-Use the list of criteria below to determine which number(s) to put in the last column.
- Attach a copy of each course description.
- Present this form to your building principal for signature and recommendation.
- Your principal will forward this form to the personnel office. You will be contacted only if the course work is not approved by the Personnel office.
- Upon course completion, additional documentation must be supplied to the personnel office fro credit to be applied.
- Movement on the salary schedule due to additional coursework or degrees is made at the beginning of the school year for classes completed by September 1st. Documentation must be in the personnel office prior to October 1st and official transcripts received by January 31st.

DATE/TERM	INSTITUTION/PROVIDER	COURSE# AND TITLE	# CREDITS	APPLICABLE CRITERIA NO.(S) (SEE BELOW)
-----------	----------------------	-------------------	-----------	--

			QTR/SEM/CLK	
			QTR/SEM/CLK	
			QTR/SEM/CLK	
			QTR/SEM/CLK	
			QTR/SEM/CLK	
			QTR/SEM/CLK	
			QTR/SEM/CLK	

Recognition Criteria - Credits earned after September 1, 1995, must meet criteria established by the 1995 Legislature before they can be used for placement on leap salary allocation documents. At the time credits recognized by the school district the content of the course must meet at least one of the following criteria:

1. It is consistent with the school district's strategic plan for improving student learning.
2. It is consistent with a school-based plan for improving student learning developed under student learning improvement block grants for the school in which the individual is assigned.
3. It pertains to the individual's current assignment or expected assignment for the following school year.
4. It is necessary for obtaining an endorsement as prescribed by the State Board of Education.
5. It is specifically required for obtaining advanced levels of certification.
6. 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 of the school district where the potential of the future assignment is agreed upon by the school district and the individual.

\_\_\_\_\_ EMPLOYEE SIGNATURE      \_\_\_\_\_ AUTHORIZED SIGNATURE      Approve \_\_\_\_\_ YES\_\_ NO\_\_\_\_

FOR DISTRICT USE ONLY

APPROVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_