

Washington County School District
Education Adjustment Verification -- Form #551

(Due by September 15 -- reference Policy 1900)

PART 1A: Background Information

| | | |
|--|---|---|
| NAME (PLEASE PRINT) | SCHOOL/LOCATION | DATE |
| | | |
| EMPLOYEE ID# | DAYTIME CONTACT# | EMAIL ADDRESS |
| EO-__ __ __ __ __ (found on your Employee On-Line Acct) | | |
| CURRENT ASSIGNMENT(S) | ENDORSEMENT AREAS FOR EDUCATION ADJUSTMENT | ENDORSEMENT AREAS FOR EDUCATION ADJUSTMENT |
| | | |

PART IB: Proposed Education Adjustment (check the box corresponding to the number of credits for which you are applying)

| | | | | | | |
|---------------------|---------------------------------------|---------------------------------------|---|---------------------------------------|---------------------------------------|---|
| LEVEL: | | | | | | |
| Semester Hrs | <input type="checkbox"/> BS+18 | <input type="checkbox"/> BS+36 | <input type="checkbox"/> Masters | <input type="checkbox"/> MS+18 | <input type="checkbox"/> MS+36 | <input type="checkbox"/> Doctorate |

PART IIA: Education Adjustment Information Checklist (Reference Policy 1900):

- You **MUST** attach a copy of official transcript(s) used to support this Education Adjustment
 - **ALL** of the following requirements **MUST BE MET** to be eligible for Education Adjustment credit

Reference your transcripts to answer the following questions:

YES NO

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| Are the credits recorded on an official transcript issued by an accredited university/college? | | |
| Did you complete all credits for education adjustment after your teaching license was issued? | | |
| Was the credit acquired outside of normal contract time? | | |
| Is the credit related to your current or probable future assignment? | | |
| Was the credit acquired without receiving a District stipend or compensation? | | |

PART IIB: Credit for Bachelor's Degree plus credit

YES NO

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| Did you complete all credits for education adjustment after your Bachelor's Degree was issued? | | |
| Additionally... You must meet one or more of the following requirements: | | |
| 1) Was the credit completed in a 5000 series or higher college class? | | |
| 2) Was the credit required to obtain a Utah State teaching endorsement? IF YES: <ul style="list-style-type: none"> • a) Have you attached a copy of the university course requirements for the endorsement? • b) Have you attached documentation certifying completion of the endorsement? | | |
| 3) Was the credit completed for a District-approved endorsement? IF YES: <ul style="list-style-type: none"> • a) Have you completed all requirements for the endorsement? • b) Are all classes documented on an official transcript? | | |
| 4) Was the credit completed in 4000 series course work? (Limited to no more than 6 semester hrs.) <ul style="list-style-type: none"> • Have you used 4000 series course work for previous lane advancement? • IF YES, please enter the number of semester hours previously used. | | |

PART IIC: Credit for Master's Degree plus credit

YES NO

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| Did you complete all credits for education adjustment after your Master's Degree was issued? | | |
| Additionally... You must meet one or more of the following requirements: | | |
| 1) Was the credit completed in a 6000 series or higher college class? | | |
| 2) Was the credit required to obtain a Utah State teaching endorsement? IF YES: <ul style="list-style-type: none"> • a) Have you attached a copy of the university course requirements for the endorsement? • b) Have you attached documentation certifying completion of the endorsement? | | |
| 3) Was the credit completed for a District-approved endorsement? IF YES: <ul style="list-style-type: none"> • a) Have you completed all requirements for the endorsement? • b) Are all classes documented on an official transcript? | | |
| 4) Was the credit completed in 5000 series course work? (Limited to no more than 6 semester hrs.) <ul style="list-style-type: none"> • Have you used 5000 series course work for previous lane advancement? • IF YES, please enter the number of semester hours previously used | | |

