



Josephine P. Moccia, Ed.D  
 Superintendent of Schools

## Clock Hours Cover Sheet

### Credits To Be Recognized For Salary Placement

*Formerly "LEAP Form"*

To be recognized for salary allocation placement, WAC 392-121-262 requires academic courses or inservice programs to meet at least one of the following criteria at the time the credits are recognized by the school district:

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, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or
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.

The South Whidbey School District approves the below listed academic or inservice credits based on their meeting the criteria listed in WAC 392-121-262 as indicated.

<b>Employee's Name:</b> _____	<b>Current Assignment:</b> _____
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Date or Term Earned	Institution or Provider	Course Designation & Title	Number of Quarter Credits or Equivalent	Clock Hours	Recognition of Credits is Based on Criteria #'s (enter applicable number from above)

**\* Attach ORIGINAL SIGNED REGISTRATION FORMS behind this document \***  
**Submit to HR before Oct. 1<sup>st</sup>.**