

Mabton School District No. 120
Mabton, Washington 98935

**ELIGIBLE ACADEMIC, INSERVICE, OR NONDEGREE CREDITS TO BE
 RECOGNIZED FOR PLACEMENT ON LEAP SALARY ALLOCATION DOCUMENTS**

Employee's Name _____ Date _____
 School Location _____ Current Assignment _____

Instructions

- Enter in the table below the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column.
- Have your principal approve prior to submitting to Personnel Office.
- Deliver this form to the district office and request that these credits be recognized for placement on the LEAP salary allocation documents.
- Provide additional documentation as required by WAC 392-121-280 to the district personnel office at the same time.
- Contact the district personnel office or collective bargaining unit representative to obtain copies of district policies and/or contract language relating to required documentation: timelines for submission of forms: and procedures for resolving disputes.

Date or Term Earned	Institution or Provider	Course Designation and Title	Number of Quarter Credits or Equivalent	Recognition of These Credits is Based on the Following Criteria (See Below)

- **RECOGNITION CRITERIA** Credits earned after September 1, 1995 must meet criteria established by the 1994 Legislature before they can be used 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 improving student learning developed under student learning.
 2. It pertains to individual's current assignment or expected assignment for the following school year.
 3. It is necessary for obtaining endorsement as prescribed by the State Board of Education.
 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 of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.
 6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW28A.150.210, as applicable and appropriate for individual certificated instructional staff.

 Employee Signature

 Approved by Building Principal or Designee

Date: _____

Date: _____

Original to Personnel Office
 Copy to Employee