

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

(Due by September 15 -- reference Policy 1900)

**PART IA: Background Information**

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

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

<b>LEVEL:</b>						
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**

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**

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

**PART IIC: Credit for Master's Degree plus credit**

**YES      NO**

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

**PART III -- Education Adjustment Course Summary (official transcript must be attached)**

Course Description	Name of University	Course Catalog#	# of Credit Hours	Semester/Year Taken	Verified (HR USE ONLY)
<b>TOTAL # of Credits</b>					

**I hereby verify that the information provided on this form is true and correct to the best of my knowledge. Any misstatement, omission, or misinformation may be grounds for disciplinary action or for dismissal.**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_