

SPEARFISH SCHOOL
REQUEST FOR HOURS APPROVAL

NAME:

DATE:

POSITION:

SCHOOL:

COURSE NAME:

NUMBER:

COLLEGE/UNIVERSITY:

CREDIT HOURS: Graduate:

APPROVED GRADUATE PROGRAM IN:

(Submit a copy of approved program plan)

PROVIDE A GOOD DESCRIPTION OF THE COURSE OR ATTACH CATALOG COPY:

PLEASE GIVE A COMPLETE EXPLANATION OF HOW THIS COURSE WILL BE BENEFICIAL TO YOUR CLASSROOM/STUDENTS:

SUPERINTENDENT'S ACTION: Accepted _____ Denied _____ Date _____
(Superintendent's approval is limited to acceptance of the content of the course taken.)

REFERRED TO COMMITTEE: Date: _____

COMMITTEE ACTION: Accepted _____ Denied _____ Date _____
(Committee approval is limited to acceptance of the content of the course taken.)

Reasons: _____

**** The burden of proof as to degree and hours of college graduate credit hours shall rest with each teacher. Hours Approval form must be turned in to the district office by July 1st. Hours earned must be on transcripts and submitted to the Superintendent's office by the last working day in August for advancement to be effective starting with September payroll. Superintendent or Committee approval does not guarantee compensation of hours to the employee. The School Board has final approval of advancement on the salary schedule.**

RETURN TO THE SUPERINTENDENT'S OFFICE.
INCOMPLETE REQUESTS WILL BE RETURNED FOR COMPLETION.

Per the negotiated agreement, the following guidelines will be used for the approval of graduate credit hours for advancement on the salary schedule:

1. All hours must be submitted on the form provided which must be completed in its entirety.
2. The burden of proof as to degree and hours of college graduate credit hours shall rest with each teacher. Hours Approval form must be turned in to the district office by July 1st. Hours earned must be on transcripts and submitted to the Superintendent's office by the last working day in August for advancement to be effective starting with the September payroll.
3. All graduate credit hours are to be submitted in advance to the Superintendent of Schools, who will make the initial determination on the approval of credits for salary schedule advancement. Courses taken without prior approval will be considered, however, authorization is not guaranteed.
4. Approval of graduate credit hours will be based on their relation to the teacher's duties within the district and/or the district's adopted goals.
5. All graduate credit hours from an approved Master's degree program in education and/or a discipline-related area will be accepted.
6. A committee of three teachers selected by SEA, two administrators and one school board member will serve as an appeals body for denied credits and other concerns associated with salary schedule placement or advancement. A majority decision of the appeals body supersedes that of the Superintendent. The committee will also review these guidelines and publish changes as needed.
7. Article X of the current negotiated agreement contains additional information concerning teacher classification.