

Education Adjustment Verification Form 551a

Bachelor's Degree Plus Creditreference [WCSD Policy 1900](#)**Employee Information**

FULL NAME (please print)	TODAY'S DATE
EMPLOYEE ID#	CACTUS ID
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Transcripts & Semester Credit Checklist**All of the following requirements MUST BE MET to be eligible for Education Adjustment Credit**

1. You must submit original transcripts as documentation and verification of credits completed and/or degree issuance.

* Attach original transcripts to this form

OR

* Have electronic transcripts sent directly from the university to WCSD at hr-transcripts@washk12.org

2. Reference your transcripts to answer the following questions:

YES NO

Did you complete all credits for education adjustment after your initial teaching license was issued?		
Were the credits acquired outside of normal contract time?		
Were the credits acquired without receiving a WCSD stipend or compensation?		

Course Summary Information:**Bachelor's Degree Plus credit**

YES NO

Did you complete all credits for education adjustment after your Bachelor's Degree was issued?		
Were the credits completed in 5000 series or higher courses?		
Were the credits completed in 4000 series courses? (maximum of 6 semester credits will be accepted)		
<ul style="list-style-type: none"> If YES, have you used 4000 series courses for a previous WCSD education adjustment? 		
Were the completed credits required to obtain a USBE endorsement or additional license area or a WCSD endorsement?		
<ul style="list-style-type: none"> If YES, please indicate the name of the Endorsement or License Area in this box. 		

Course Summary Information continued: **Bachelor's Degree Plus credit***Please list all course information that apply to this education adjustment request:*

College/University Name	Course Code & #	# of Credit Hours	Semester & Year Taken	Verified (HR USE ONLY)

By signing below, 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.

Employee's Signature _____ Date _____