



DEGREE AND/OR CREDIT TRACKING FORM EDUCATIONAL SALARY ADVANCEMENT LICENSED EMPLOYEE

PRINT NAME ACCORDING TO DISTRICT RECORDS (Last, First, M.I.)	IF DIFFERENT, NAME ON INTERACT	LAST 4- DIGITS OF SSN	CURRENT SCHOOL/WORK LOCATION NAME	LOC. NO.
--	--------------------------------	-----------------------	-----------------------------------	----------

It is the responsibility of the employee to review the criteria required in Article 26 (Professional Compensation) of the current (licensed) Negotiated Agreement and CCSD Regulation 4292 (Placement and Advancement on the Teacher Salary Schedule) to ensure the degree and/or semester credit units being applied for educational salary advancement are in compliance and acceptable. All degree requirements (including dissertations, projects, and oral examinations) and/or semester credit units must be completed prior to the last working day in September of the year being applied for advancement on the salary schedule.

INSTRUCTIONS: Utilize this tracking form to list the degree and/or semester credit units completed in the designated sections below and to attach all original transcripts which must be received in the Employee Contracts and Compensation Department in the Human Resources Unit by November 1 of the year being applied for advancement on the salary schedule. Do not submit transcripts in sealed envelopes. Do not have transcripts sent directly to the District. No reproduction, fax, or downloaded version of any transcript will be accepted. Multiple tracking forms may be utilized as necessary.

ADVANCED DEGREES EARNED

Complete this section only if the educational salary advancement is due to obtaining a post baccalaureate degree.

1. Review the original transcript to verify the degree earned appears and is indicated as completed.
2. List below only the degree specifics requested exactly as indicated on transcript. Do not list the courses completed to obtain the degree.

College or University	Degree Earned	Field of Study (Major/Specialization)	Date Completed

CCSD PROFESSIONAL DEVELOPMENT EDUCATION PDE COURSES

Complete this section only if the educational salary advancement includes CCSD PDE earned credit. A maximum of six (6) CCSD PDE credits will be allowed for any one salary class column advancement. The official PDE transcript is required. No reproduction, fax, or a Pathlore version of a transcript will be accepted. The CCSD PDE Office can be reached by telephone at 799-1921.

1. Review the official PDE transcript to verify all PDE courses appear with the credit earned and with the completed/end date.
2. List below the PDE courses in the order indicated on the transcript (top to bottom).

PDE Class Number	PDE Class Title	PDE Credits Earned	PDE End Date

COLLEGE or UNIVERSITY COURSES and/or ADVANCED STUDIES CERTIFICATION ASC 18-CREDIT PROGRAMS

Be advised that quarter credit does not equal semester credit and must be converted e.g., quarter credit x 2 / 3 = semester credit.

1. Review all original transcripts to verify all courses appear completed with credit earned.
2. For each transcript, list below all courses individually in chronological order, e.g., first-to-last, by date completed. Utilize a separate tracking form for each ASC 18-credit program completed, listing courses in chronological order as indicated on the transcript. Attach a copy of the ASC 18-credit program Certificates of Completion applicable to this salary advancement.

College or University	Semester Credits Earned	Year & Term	Course Heading & Number	Course Title

College or University Credit Total		This section to be completed by the Employee Contracts and Compensation Department — Human Resources Unit. <input type="checkbox"/> ASC #1 <input type="checkbox"/> ASC #2 <input type="checkbox"/> ASC #3 Class H Coursework used to advance to the Advanced Studies Certification (ASC) Class Column "H" (or I) requires approval by the District. The District has not approved any of the courses to advance to Class column "H" (or I) and thus advancement to Class column "H" (or I) remains frozen.		
CCSD PDE Credit Total				
On File Credit Total				
Additional Page(s) Credit Total				
COMBINED EARNED CREDIT TOTAL	<input type="checkbox"/>	INITIALS	CREDIT TOTAL CONFIRMED BY EMPLOYEE CONTRACTS AND COMPENSATION DEPARTMENT – HUMAN RESOURCES UNIT	DATE