

KNOWLEDGE LEVEL ADVANCEMENT INFORMATION PROCESS

NOTE: Teachers may submit no more than 16 credits toward KLA on the teacher's salary schedule per six month period. Six month periods are defined as July 1 – December 31, and January 1 – June 30. Effective January 1, 2009, your KLA is assigned to the respective six-month period based on the date it was received by Human Resources (date stamped).

- 1) Exception for KLA movement from BA00 to MA00: If a teacher fails to submit a KLA for BA14 and BA28 and he/she has received a Master's degree, a teacher may apply for step MA00. The application will be considered provided two consecutive six month periods (please see above for definition of a six-month period) have passed since being placed at BA00.**
- 2) Exception for KLA movement from BA14 to MA00: If a teacher fails to submit a KLA for BA28 and he/she has received a Master's degree, a teacher may apply for step MA00. The application will be considered provided one six month period (please see above for definition of six month period) has passed since being placed at BA14.**

Each teacher desiring a knowledge level advancement shall be responsible for completing the necessary application and sending it to Human Resources with the transcripts verifying the credits attained. Once the application is received, the application and the transcripts will be date stamped. These documents must be received in Human Resources by the second Tuesday of the month in order to assure payment for the following month's payroll. College and University transcripts no longer have to be official but must be **copies of the official transcript – FRONT AND BACK.** Grade reports, faxes, and prints from the internet will **NOT** be accepted. Your knowledge level will be processed by:

Last names beginning:	A through G	Nancy Bowers	303-387-0051
	H through N	Chad Hill	303-387-0069
	O through Z	Meghan Lake	303-387-0068

Once the application and copies of transcripts have been processed, and the guidelines are met, the Human Resources Directors will sign and approve the advance. The new level and salary will be written on the application along with the current salary and level. After processing, a copy will be returned to the teacher thru the interoffice mail.

Detailed information and conditions for the knowledge level advancement:

- Knowledge level requests are processed on a **monthly** basis.
- Applications are available at any school office and online.
- Reference information about knowledge level can be found in the current teacher contract booklet and on the school district web site.
- Application, copies of college transcripts and embossed inservice transcripts from Staff Development **MUST** be submitted in one packet to HR.
- Colleges and Universities must be accredited institutions.
- Travel credit will be accepted for knowledge level for which a teacher receives regular academic credit from an accredited college or university.

- Salary advancement increments as noted on teacher salary matrix are based on **semester** hours.
- In moving from one educational lane to the next educational lane, **half of the credits must have been earned in the last six years. Half of the credits must be college.** Advancement credits must be obtained **after highest degree earned.**
- Retro pay is **NOT** given.
- No teacher has been placed on the BA + 36 lane since September 1991 but the level is listed because teachers on this lane in 1991 were grandfathered. Reference information on this subject in the teacher contract booklet. After BA+28 the Masters is the next level to attain.
- The **ONLY** time a letter is acceptable for Knowledge Level credit is for the Masters Degree. The original letter and application are needed to move across the pay schedule and should be followed with an official transcript as soon as possible. The original letter must be on the college or university letterhead with seal, and must state the date the degree was conferred. Faxes are not accepted. **Letters for course work are not acceptable.**
- Pass-fail courses can be used for credit.
- Skill blocks **CANNOT** be utilized for Knowledge Level Advancement credit.
- Douglas County School District Transcripts for Inservice must be obtained from the Learning Center/Staff Development at 303.387.9500. These transcripts will be embossed to show they are official. Internet copies cannot be used. Staff Development transcripts have special codes listed after the district inservice number on the transcript. They are as follows:
I = Inservice (can be used for knowledge level and recertification).
R = Recertification Only (**cannot** be used for knowledge level).
N = No credit.
B = College credit (can be used for knowledge level and recertification). Employee must provide a copy of the official transcript from the college or university.
- **Out of district inservice** may count toward Knowledge Level Advancement if it meets the criteria developed by Staff Development. Forms for this process are available from Staff Development and **require prior approval.**
- If a teacher sends in a knowledge level application to request advancement in the months of May or June, there will be little change in monthly pay posted in June and July. The full change of pay will be posted in August.

****Inservice credits attained at previous districts must be approved by an HR Administrator within one month of your contract signing.**

**DOUGLAS COUNTY SCHOOL DISTRICT Re. 1
APPLICATION FOR KNOWLEDGE LEVEL ADVANCEMENT**

NAME _____
 EMPLOYEE ID # _____ SCHOOL _____
 PRESENT LEVEL _____ REQUESTED LEVEL _____
 SIGNATURE _____ DATE _____

This form, together with **official or copies of official transcripts (front and back)**, must be submitted together to the office of Human Resources **by the second Tuesday of the month in order to assure payment for the following month**. Sealed transcript envelopes are not required. In-service transcripts can be requested from The Learning Center/Staff Development at 303.387.9500. **Grade reports, website or internet transcripts are not acceptable for college or in-service credits**. Please refer questions to the DCFT Contract on the Human Resources website, or call Human Resources: Last name **A through G** - Nancy at 303-387-0051; **H through N** - Chad at 303-387-0069; or **O through Z** - Meghan at 303-387-0068.

Please PRINT and list separately each semester credit under the College and/or In-service headings.
 On your transcript, HIGHLIGHT EACH COURSE YOU WANT CONSIDERED FOR THIS ADVANCEMENT.

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Grid KEY for submitting College Courses

- 1. SEM HRS:** How many semester hours was the course you completed?
- 2. DELIVERY:** Use the following code to list the delivery type for each course you submit.
 A = On-line course - you completed all work via the internet.
 B = On campus course - you met regularly with other students and a teacher.
 C = Guided Independent Study - you have both in-person instruction & on-line work.
- 3. COLLEGE:** Please list the college or university you attended using an abbreviation for the institution.
- 4. COURSE:** List the degree program and/or course title.
- 5. SEM. DATE:** List semester and year you completed the course.
- 6. TYPE:** Use the following codes to list the type of course you completed.
 D = Content knowledge
 E = Instructional delivery or pedagogy
 F = Personal productivity or self-improvement
 G = Leadership development or administrative preparation

COLLEGE CREDITS

SEM HRS #1	DELIVERY #2	COLLEGE #3	COURSE TITLE/DEGREE #4	SEMESTER DATES #5	TYPE #6

List all In-service Courses on the back of this page!

Grid KEY for submitting In-service Courses

- 1. SEM HRS:** How many semester hours was each course you completed?
- 2. DELIVERY:** Use the following code to list the delivery type for each course you submit.
 A = On-line course - you completed all work via the internet.
 B = On-campus course - you met regularly with other students and a teacher.
 C = Guided Independent Study - you combined in-person instruction with on-line work.
- 3. COURSE #:** List the staff development in-service number.
- 4. TITLE:** List the in-service course title.
- 5. DATE:** List the date you completed the in-service course.
- 6. TYPE:** Use the following code to list the type of course you completed.
 D = Content knowledge
 E = Instructional delivery or pedagogy
 F = Personal productivity or self-improvement
 G = Leadership development or administrative preparation

INSERVICE CREDITS

SEM HRS #1	DELIVERY #2	COURSE # #3	COURSE TITLE #4	SEMESTER DATES #5	TYPE #6

Complete multiple forms if you have more courses than fit in this space. Please make copies of these sheets for your own records.

FOR HUMAN RESOURCES TO COMPLETE:

APPROVED EFFECTIVE _____ STEP _____

ANNUAL SALARY WAS \$ _____ NEW SALARY IS \$ _____

DENIED REASON DENIED _____

DATE : _____ HR SIGNATURE _____