



MEMO

HUMAN RESOURCES DIVISION

GRADUATE CREDIT SELF-SCREEN CHECKLIST

Washoe County School District

425 East Ninth Street

P.O. Box 30425

Reno, NV 89520-3425

Phone (775) 348-0321

Fax (775) 333-5011

Please complete the self-screen checklist to see if you qualify for any additional salary credit. If any of your answers are no, then you do not qualify. If all of your answers are yes, then complete the attached form with supporting documentation and submit to your HR technician.

1. Do you have a Master's Degree or Master's Equivalency earned after 1996?
2. Do you have graduate credits, **taken concurrently**, with your Master's or Master's Equivalency, that have **not** been applied for salary credit or were **not included** in your Master's or Master's Equivalency programs?

This could include classes from another University or from the College where your Master's or Master's Equivalency was conferred. **Inservice credits do not apply to this salary advancement.** Please submit **official transcripts** with your application.

3. If you were enrolled in the Master's Equivalency program, were any graduate classes not accepted due to a "C or D" letter grade?

If you received salary advancement to Master's plus 32 credits (TG column) before the beginning of your school year 2001, then you do not qualify for this credit.

If you qualify for salary advancement, complete the attached form and send supporting documentation to your HR technician. We **will not accept faxes or copies of letters.** All submitted transcripts must be official.

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