

Certificated Professional Growth Approval Process:

Effective May 1, 2018, TRUE members will no longer use the paper Prior Approval Form when requesting approval of college/university coursework toward advancement on the salary schedule. The process will now be automated through Informed K-12 (Chalk).

The purpose of changing the process to an electronic system is not only to help with efficiency, it will also allow the TRUE member to be assured that they are meeting contractual timelines, eliminate the possibility of lost or misplaced paperwork and provide tracking for the District and the TRUE member. The forms are also electronically dated so everyone will know that it was submitted and approved prior to September 1.

Please note, paper forms will not be accepted as of this date. Any form received prior to May 1, 2018 will still be valid and will not have to be re-approved using the new automated process.

In order for units to be applied to the current year's salary, they must be approved by the Professional Development Department and completed by September 1st and the Human Resources Department must receive the official, sealed transcripts by October 1st. Transcripts should be sent to Amber Lynch in Human Resources.

If you have questions regarding applicable coursework, please contact the Professional Development Department at PD.Department@twinriversusd.org. If you have questions regarding the timeline, required documentation, or movement on the salary schedule please contact Amber Lynch at Amber.Lynch@twinriversusd.org.