

Message to members:



August 2015

Welcome back!

Welcome back to the 15-16 school year! It was great seeing so many of you on Thursday and Friday. My only wish is that I had more time to talk to each of you! Hopefully we can catch up the SEA happy hour on Sept. 11 at Boone's from 4-6. Let's make this school year the best!

I wanted to share a few reminders with you as we enter this school year. I've received several questions and thought this would be the easiest way to communicate answers.

Collaboration

Just as last school year, collaboration will be every Wednesday afternoon. The first 6 weeks of school, administration is allowed to have 3 of the 6 periods. The other 3 weeks should be used in grade level/team planning. If you have any questions or concerns, please let me know. You will be hearing more about collaboration as we continue with bargaining.

Incremental credit procedure

The steps needed to complete the process are all done on the intranet. If you are unsure of the status of your incremental credit, you may log onto the intranet at any time and review it. The steps are as follows: Log into the intranet, payroll, incremental credit.

1. Submit your course approval online (must be submitted no later than 15 days after class begins). If it is submitted late the course will be held for one year. To see if the course was approved, log in and check under Status. You can cancel a course anytime by clicking on the course and selecting cancel.

2. Once you have completed course(s), you need to send official (unopened) transcripts to 1900 W Monroe. When transcripts are received, the date will be entered online under Transcript; that is your way of knowing they arrived.

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3. The last step is to create an increment request. When you select that box a list of courses will be displayed, select your completed course(s) and "submit". This will automatically generate an email stating you are ready to move with those courses and it also gives you a confirmation number that your request has been sent. If you do not receive an email, please check the intranet again as something did not go through.

Dates to remember:

September 1 - classes need to be completed by this date

November 1 - all transcripts and electronic submissions need to be in by this date.

Have a great first week with students!

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