



West Ada

SCHOOL DISTRICT

CERTIFIED STAFF

CERTIFICATION/LICENSURE

Contact Names:

- JENNIFER LEHAN, Ph. (208) 350-5088 E-mail: lehan.jenn@westada.org
- TAMMY JENNINGS, Ph. (208) 350-5026 E-mail: Jennings.tammy@westada.org

August 31 st	Deadline to submit renewed certificates.
January of renewal year:	Begin renewal process with State Department of Education.

- The State Department of Education will mail two original renewed certificates. Send or hand deliver one of the two original renewed certificates to Jenn Lehan or Tammy Jennings to update your personnel file. <http://www.sde.idaho.gov/cert-psc/cert/index.html> (LINK)

TRANSCRIPTS

On or before the last Friday of September:	Deadline to submit updated official transcripts for salary schedule placement purposes, and for the BA+24 or Master Allocations.
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- Order full official transcripts from any “Accredited University/College” to be mailed to employee’s home address and reviewed to ensure accuracy. Hand deliver or send in-district mail to Jenn Lehan or Tammy Jennings prior to the deadline listed above.
- Once transcripts are received and updated in employee’s personnel file, the employee will be able to access this and other certified information on the Employee On-Line website under “Job Information”.
- **West Ada School District (WASD)** recognizes only Accredited Institutions. *(WASD adheres to the State Department of Education’s guidelines for accepted credits. Credits earned must be semester credits; quarter credits earned will be converted to semester credits.*
- To receive the BA+24 or Masters Allocation, credits must be submitted to the District on or before the last Friday of September. To qualify for this allocation, the Employee must possess a Professional Endorsement as defined in Idaho Code 33-1201A.

Last Friday of September:	To receive retro pay, effective back to beginning of school year.
Prior to December 1 st :	Corrections made to a certified employee’s contracted salary amount from the previous year.
After December 1 st :	Salary increase will become effective the following school year.

Rev. 4/16/19