Use these directions for submitting Credits from Colleges, Universities and Out of District In-Service Courses for Salary Adjustment

(No less than 9 credits from a combination of College, Universities, Out of District and In-District In-Service Credits may be submitted)

To submit these Credits for salary adjustment, you must do the following.

1. Log on to www.mylearningplan.com

2. Click My Portfolio located on the top left

3. Find and click the name of the Graduate Course you took that you to submit for final approval.

4. Click View/Print Form

5. Click the Print Button at the bottom

6. Submit the printed form, your original transcripts and the “Request for Salary Credits” form to Human Resources