



**Course Approval Form for District Salary Credit**

NAME \_\_\_\_\_ DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_

PRESENT ASSIGNMENT (i.e., Grade 2, Sr. High Math, Jr. High Geography) \_\_\_\_\_

Request is for salary credit approval **prior** to taking the following scheduled course. Credits to be considered for salary schedule must be approved **prior** to taking the course or **within five days** of the first class meeting. (Please fill out separate sheet for each course.)

**You must attach a copy of the course description from the accredited college or university which lists the number of credits to be awarded and the start and end**

Course No.	Course Title\ Description	College or University	Credits Qtr. Hrs.	Credits Sem. Hrs.	Dates

Describe the relevance of this course to your present educational assignment:

\_\_\_\_\_

Does this class duplicate any that you have? \_\_\_\_\_ NO \_\_\_\_\_ YES If yes, please explain:

\_\_\_\_\_

- Clock hours (Continuing Education Units) may not be used for salary credit.
- One college\university quarter credit equals 1 district salary credit.
- One college\university semester credit equals 1.5 district salary credits.
- Credits will not be given beyond those awarded by a university.

Send a copy of the approval form to the Human Resources Generalist, Central Services Building. A copy will be sent back to you indicating the status of your request. After you have completed the above listed course, send a transcript or grade report for verification to Human Resources.

**Final determination of credits will be made upon receipt of transcript or verification of satisfactory completion of the course.**

APPROVED

NOT APPROVED

\_\_\_\_\_  
Signature of Human Resources

\_\_\_\_\_  
Date

Revised 5/2018