

IN-LIEU CREDIT AUTHORIZATION
Advanced Approval

Name: _____

Site: _____

Grade/Subject: _____

Date: _____

Number of Units Requested: _____

In the space below, please submit a written prospectus detailing the activity of the educational project showing how the project will benefit the applicant and the District (justification for number of units requested):

Please attach a written recommendation from your principal.

Recommend to Board
 Not Recommended to Board

Director of Curriculum Signature: _____ Date: _____

Conditions (if applicable):

Board Approval _____ Superintendent Signature _____
Date

Please provide documentation to the Personnel Department upon completion of the requested credit. *Deadlines: September 10 starting on September payroll or February 18 starting on February payroll.*

ADVANCED APPROVAL FOR CONTINUING EDUCATION UNITS:

Name: _____

Site: _____

Grade/Subject: _____

Date: _____

Continuing Education units submitted for credit under the salary schedule shall be subject to one of the following requirements.

1. _____ Present or future teaching assignment.
2. _____ Professional education course related to teaching position and will improve the teacher in the classroom.
3. _____ To aid or prepare the teacher for present or assigned future extra-curricular activities. (requires signature of Principal)

Principal's Approval: _____

4. _____ A repeat of a previous course which directly relates to teaching assignment (requires signature of Principal)

Principal's Approval: _____

Title and Description	No. of Credits	Institution Name	Date Completed

Approved

Not Approved

Director of Personnel Signature: _____

Date: _____

Please provide documentation to the Personnel Department upon completion of the requested credit. *Deadlines: September 10 starting on September payroll or February 18 starting on February payroll.*

ADVANCED APPROVAL FOR COLLEGE/UNIVERSITY UNITS:

Name: _____

Site: _____

Grade/Subject: _____

Date: _____

All college courses submitted for credit under the salary schedule shall be subject to one of the following requirements.

1. _____ Present or future teaching assignment.
2. _____ Professional education course related to teaching position and will improve the teacher in the classroom.
3. _____ To aid or prepare the teacher for present or assigned future extra-curricular activities. (requires signature of Principal)
Principal's Approval: _____
4. _____ A repeat of a previous course which directly relates to teaching assignment (requires signature of Principal)
Principal's Approval: _____

Title and Description	No. of Credits	Institution Name	Date Completed

- Approved
- Not Approved

Director of Personnel Signature: _____

Date: _____

Please provide documentation to the Personnel Department upon completion of the requested credit. *Deadlines: September 10 starting on September payroll or February 18 starting on February payroll.*