

ALISAL UNION SCHOOL DISTRICT
REQUEST FOR APPROVAL OF COURSE

Certificated

FOR PROFESSIONAL GROWTH CREDIT

Classified

Name _____ School _____
Course Title _____ Course Number _____
University/Institution _____ Dates of Course _____
Days Course Meets _____ Total Number Hours Course Meets _____
Number of Units _____ (CIRCLE ONE) Semester/Quarter/Continuing Education/District Credit
(Beginning/Ending)

Employee's Signature Date _____ Principal's Signature/Approval _____ Date _____

FOR PERSONNEL DIVISION USE ONLY

- STATUS:** Approved Denied Return with additional information requested
- Pending submission of course number.
 - Units will be applied to _____ - _____ salary placement, as request was made after the course began. (ATA Contract, Article V.C.2.)
 - This course will count toward the allowed 12 units of course work unrelated to elementary curriculum (ATA Contract, Article V.C.3.) or District credit (ATA Contract, Article V.C.6.c.).
 - Your file indicates that you have met the allowed limit of 12 units of course work unrelated to elementary curriculum (ATA Contract, Article V.C.3.) or District credit. (ATA Contract, Article V.C.6.c.).
 - The District cannot authorize units for salary advancement for course work taken during District time or at District expense. If course work or conference is to be attended on work time, regardless of whether or not your position requires a substitute, you must take a Personal Leave Day to be granted credit. Please attach a copy of your completed Report of Absence form indicating that you will take a Personal Leave Day to attend.
 - If the District incurs any expense for the conference (i.e. registration fees, mileage, meals, etc.), you will not be eligible for units toward salary advancement even if you pay the additional fee for university units. Please submit a statement from your principal verifying that the District did not incur any expense for the conference.
 - Your file indicates that you have taken this course previously.
 - This inservice/workshop has not been submitted/approved for District Professional Growth Credit. If you wish to propose this inservice/workshop for District Professional Growth Credit, please submit all pertinent information to your principal/supervisor for his/her approval and subsequent submission to the Director of Curriculum for approval prior to the inservice/workshop.
 - This inservice/workshop is not approved for District Professional Growth Credit as units are available through a college or university (_____).
 - Course work must be from an accredited college or university.
 - _____

Superintendent's or Designee's Signature

Date