



Salida Union School District

4801 Sisk Ave. Salida, CA 95368

Phone (209) 545-0339

COURSE ENROLLMENT REQUEST FOR SALARY INCREMENT

NAME: _____ DATE: _____

SITE: _____

Requests for approval to take college or university courses during the school year **must be submitted prior** to the beginning of the course. Exceptions by permission only. Please review guidelines on the back of this form and sign acknowledgement.

Title/Description: _____

College/University: _____ Course # _____

This course is:

Reg. Campus Course Extension Course Correspondence Course Other (specify) _____

Number of: _____ semester/ _____ quarter units

This class begins on _____ and ends on _____

This class meets (circle): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time: from: _____ am/pm to: _____ am/pm and is located in: _____

This will require me to leave at _____ am/pm.

Does this class meet during the normal work day or will it interfere with the efficiency of work assignments? Yes No

Is this a repeat or refresher course that you have already taken for credit? Yes No

I am currently enrolled for _____ semester/ _____ quarter units.

I am currently enrolled for _____ semester/ _____ quarter units approved for salary increment.

I have completed _____ semester/ _____ quarter units for salary increment.

Note: Please attach a course description. No employee shall be granted personal necessity leave to take a class for which salary increment credit is given. When course is completed, an official transcript is required by this office for salary increment credit. Courses must be taken from schools and colleges which have accredited status with the Western Association of Schools and Colleges.

Eligibility for Salary Increment Recommendation: Approved Disapproved #Units

Administrator's Approval: _____ Date: _____

District Approval _____ Date: _____

Review and sign acknowledgement of guidelines on back

College Credits

All units must be approved in advance by the site administrator and Assistant Superintendent.

Only a grade of C or better, or Pass in a Pass-Fail course, is acceptable for credit on the salary schedule.

Column Movement shall be (12) upper division or graduate level semester units with one column movement per year. Lower division classes will be accepted and applied to salary schedule only when such are needed to meet credential requirements or District needs, and are related to the teacher's assignment.

Academic work must be completed and confirming evidence submitted by August 31st for modified/traditional and June 30th (YRE) for credit for ensuing year.

Request for unit credit shall include a brief catalog description of the courses and the transcripts confirming the course credit.

Course work and related expenses paid for by the District would make unit ineligible for salary schedule application, except as otherwise provided for by the District. If the teacher elects to pay additional fees for unit credit for prior approved course work, those units would apply for salary schedule.

To advance on the salary schedule and count as a year of experience/seniority, at least 50% of the school year assignment must have been taught.

Teachers who do not hold a regular credential will be placed on step 1 of the non-credential salary schedule and remain on step 1 until such time as they obtain a regular credential, at which time they will be placed at the appropriate step effective the month following the date of official notification received from an educational institution confirming the regular credential status, at the District personnel office.

Employee Signature: _____ **Date:** _____
