

TEMPLE CITY UNIFIED SCHOOL DISTRICT
COURSE APPROVAL REQUEST FOR SALARY SCHEDULE PURPOSES

Date of Request: _____

TO: Personnel Office

FROM: _____

I propose to enroll in the following class or classes:

Semester and Year	College or University	Course Name	Course Number	** Semester Units

** 1 quarter unit = 2/3 semester unit.

Major purpose (credential, Masters, self-improvement, professional growth hours) _____

Work Site

Grade or Subject taught

Teacher's signature

Approved by: _____
Principal

Asst. Superintendent – Personnel

Information:

1. District policy requires courses to be submitted for approval in advance.
2. To receive proper credit, evidence of successful completion is necessary. This may be by grade card, transcript, or other official certification.
3. Upper division and graduate courses are acceptable for professional growth.
4. Lower division courses may be acceptable for advancement on the salary schedule with the prior approval of the Assistant Superintendent of Personnel. Lower division courses must relate to the teacher's assignment.