

APPENDIX C (Articles 10 & 16)

**TWIN HILLS UNION SCHOOL DISTRICT**

APPLICATION FOR APPROVAL OF CREDIT AWARDS

*APPROVAL OF CREDIT AWARDS IS MANDATORY FOR PLACEMENT ON THE SALARY SCHEDULE*

District Office Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date Submitted \_\_\_\_\_ School \_\_\_\_\_

Course Title \_\_\_\_\_

Course Description (attach printed description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Semester Units \_\_\_\_\_

College or Location \_\_\_\_\_

Mode (from below) \_\_\_\_\_

(Mode includes: County or District in-service, college credit, study tours or approved program development on behalf of the district)

Additional Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Site Administrator Recommendation:

Initial approval Granted \_\_\_\_\_ No approval Granted \_\_\_\_\_ Date reviewed \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Site Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Review and Approval / Denial (circle one)

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FINAL APPROVAL OF CREDIT AWARDS WILL DEPEND UPON:

1.0 Satisfactory completion of course as evidenced through transcripts or other Official documents presented to the Superintendent.

1.1 Official document received and approved. Sup't initials: \_\_\_\_\_

2.0 Board of Trustees and/or Superintendent approval. Date: \_\_\_\_\_

## Salary Schedule Advancement

1. Salary Schedule Advancement shall be based on years of service (steps 1-4) and completion of qualified credit awards (I-V).
2. District Approval All qualifications for credit awards shall be approved by the superintendent prior to salary advancement on the pay schedule.
  - A. Qualifying Modes of Credit Awards Subject to final approval, of the District, the following areas of professional development constitute acceptable modes of qualification for credit awards: (15 hours equal 1 semester unit)
    - (1) County and district in-service courses;
    - (2) College credit;
    - (3) Study tours;
    - (4) Approved program development on behalf of the District
  - B. Administration The Site Administrator shall make initial approval of all individual modes (i.e., courses, credit, study tours, or program awards). Where course descriptions are not sufficient to approve credit awards, the site administrator or superintendent may request the teacher to present the proposed application of course, credit, study tour, or program on behalf of the District. In each case, the teacher seeking approval shall be required to demonstrate and present to the site administrator or superintendent the value of the course, credit, study tour, or program as applied to the classroom activities, curriculum, and course of study on behalf of the District. If no action is taken by the site administrator on a mode submitted to them within ten (10) working days, said mode shall be deemed approved.
  - C. Entitlement Advancement on the salary schedule as a result of obtainment of qualifying credit awards shall commence in the next succeeding school year following the completion of the in-service course, college course, study tour, or approved program developed on behalf of the District. Documents must be submitted to the district office by September 1.
3. Part-Time unit members, and those on shared contracts, shall accrue credit for salary advancement purposes when they have accumulated 75% of a school year.

The accumulation shall take place within consecutive years and the salary advancement will be effective at the beginning of the school year after which the 75% accumulation has been earned.

No time earned beyond the 75% accumulation may be carried forward.