



TRACY UNIFIED SCHOOL DISTRICT
NON-TRADITIONAL UNITS OF CREDIT REQUEST FORM

Section below be completed by Employee.

Name _____ Site _____ Date _____

Current Assignment _____ Grade Level _____

I hereby request approval of the following as non-traditional units of credit towards salary placement

Start Date	Anticipated Completion Date	Course/ Workshop Title	Name of School or Other Sponsor	Units		Number of Class Hours (if not units)
				Semester	Quarter	

Mandatory: Attach Supporting materials such as course/workshop description, brochure, etc.

How will this course benefit you in the classroom? _____

Approval for a plan of travel needs to be submitted prior to May 1st and include the following:

1. Type of transportation, including stopping places, length of journey, etc.
2. Summary of studies or activities connect with the plan of travel.
3. Summary of how the tour will result in professional growth.

I understand that: (a) Prior approval is required; (b) Transcripts and/or Travel Reports are due no later than September 1st.

Signature _____ Date _____

Section below to be completed by the Associate Superintendent for Human Resources or designee.

Approved _____

Disapproved _____

Signature _____ Date _____

If disapproved, give reason(s):

Type of Non-Traditional Units	Previous Units	Units in Progress	Current Units Approved*
Lower Division Units (Max 5 in 15-unit block)			
Workshops/Seminars (Min. 10 hours)			
Travel Units (Max. 3 each Sem./Max. 5 in 5 years)			
Voc. Employment (Max. 3 units)			

*Pending Verification of Completion and/or Evaluation by Associate Superintendent for Human Resources

For more information regarding Non-Traditional Units, please refer to Article XV from the TEA Agreement.

Cc: Personnel File