

**LONE PINE UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF COLLEGE COURSE WORK AND/OR
IN-SERVICE HOURS**

Note: Must be completed and approved prior to commencing any activities. College course work must be taken through an accredited four-year college or university and designated as upper division or graduate level. This form must be received in the District Office no later than April 15 if the requested course work will result in reclassification from one column to another and/or courses for advancement credit must have approval prior to enrollment (7.11.3 & 7.11.4). Original transcripts verifying course work taken must be received in the District Office by September 1, in order to receive any type of salary advancement or increase.

College Course Work

1. Name: _____ Grade/Subject Taught: _____
2. Name of College or University: _____
3. _____ Units: _____
Course No. Course Title Quarter or Semester
4. Course Start Date: _____ Expected Completion Date: _____
5. Reason for taking this course: _____

In-Service Activity

Note: Eighteen (18) hours of approved in-service attendance is equivalent to one (1) semester unit. Request for in-service credit in multiple of 18 hours only.

6. Description of in-service activity: _____
7. Beginning Date: _____ Ending Date: _____
8. Number of hours of attendance: _____ Semester
Unit Equivalent
9. Name of person providing training: _____
10. _____
Signature of Authorized Person Verifying Attendance Date
11. Will/did the District contribute any funding for this course/activity? Yes ___ No ___
If yes, please explain:

12. Will/did any part of this course/activity take place during your designated work day? Yes ___ No ___

FOR DISTRICT USE ONLY:

APPROVED: Yes ___ No ___

Superintendent's Signature

Date

Date Transcripts Received: _____ Verified By: _____ NOE Change to Payroll: _____

Revised: 10-4-10