



MANTECA UNIFIED SCHOOL DISTRICT
CERTIFICATED
COURSE APPROVAL FOR SALARY ADVANCEMENT

NAME: _____ DATE: _____

WORK SITE: _____ SUBJECT OR GRADE LEVEL: _____

In order for units to count toward salary advancement, all coursework must be approved prior to enrollment. Course approval for salary advancement is required for all conferences and trainings, including those offered by the District.

Please use Program Approval for Salary Advancement Form for established programs, such as: Masters, Intern, Credentialing, etc.

INSTRUCTIONS:

- Fill out form with course information and attach supporting materials such as course descriptions, brochures, syllabus, etc.
- This form must be signed by your site administrator prior to sending to the District for approval. District Administration may approve courses if site administrators are not available.
- Changes in course numbers or titles need to be updated with a new course approval form.
- Forward form with Administrative signature and program schedule to District Office – Human Resources Department.

DEADLINES:

- Coursework for salary advancement must be completed by **AUGUST 31** of current school year.
- Official transcripts must be received in the Human Resources Department on or before **NOVEMBER 1** of each year to receive credit. No exceptions.

Failure to meet timeline: Acceptable coursework taken without prior approval OR transcripts received after November 1 will be subject to one-year delay in salary advancement credit.

PLEASE NOTE:

- Transcripts are reviewed and entered in HR Database in order received. Changes in Salary will take place between the months of July 1 – November 30.
- Quarter / CEU Units are converted to Semester Units.

COURSE NUMBER	COURSE TITLE			COLLEGE OR UNIVERSITY	
DATES OF ATTENDANCE	TIME	# OF QUARTER/CEU UNITS	# OF SEMESTER UNITS	IS THIS A REPEAT COURSE?	
TO	FROM: _____ A.M. / P.M. TO: _____ A.M. / P.M.			<input type="checkbox"/> YES <input type="checkbox"/> NO	

This class is:

Independent Study Distance Learning Correspondence Course Internet Video Instruction In-Class with Instructor

Other (Please explain): _____

Is this institution a regionally accredited college or university? Yes No

Registration paid by: Employee District

Units paid by: Employee District

1. Is this class scheduled during district-paid time? Yes No
2. Is this course required for a degree, credential, supplementary authorization or other? Yes No

If yes, Please explain): _____

FOR ADMINISTRATIVE USE ONLY

I certify that the course requested meets the District requirements for credit and will be beneficial to the teacher's current or future assignment.

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Site Administrator: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
HR Director: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____