

NOVATO UNIFIED SCHOOL DISTRICT

Certificated Request for Prior Approval of Unit Credit for Class Advancement

Name: _____ Emp. ID#: _____ Work Site: _____

Grade Level or Subject(s) currently teaching: _____

University/College offering course: _____

Course #: _____ Course Name: _____

Number of units: _____ Semester Quarter

Beginning date: _____ 20____ Ending date: _____ 20____

OR

Workshop Title: _____

Workshop Description _____

Workshop Offered by: _____ #of Workshop Hours _____
Department/Institution/Location

Has the District paid any costs related to this course? Yes No
(i.e., substitute, registration fees, release time, etc.) If yes, please attach an explanation of costs.

Employee Signature Date

Administrator Signature Date

Action of Approving Administrator: Approved Not Approved

Comment: _____

Assistant Superintendent, Human Resources Date

Prior approval constitutes only preliminary approval based on information supplied by the applicant.

It is the employee's responsibility to see that necessary conditions for course approval are met as defined in the NUSD/NFT Contract, Article 16.5 Class Advancement.

Unit credit for salary advancement will *not* be allowed for courses taken at District expense or on District time, such as when a substitute has been provided so you can attend. Also, unit credit will *not* be granted for repeat courses. Unit credit may be granted for more than four (4) units of lower division courses, if approved and meet district criteria.

Final approval cannot be given until an Official Transcript has been received showing the actual course number, description, units and grade/completion verified. No later than 60 days after due date of October 1st each year.

NUSD 600140 REQ for PRIOR APPROVAL RECEIVED: _____ TRANSCRIPT RECEIVED: _____