SHASTA UNION HIGH SCHOOL DISTRICT

Certificated Course Work Notification/Approval Form

Per Appendix A of the Certificated Bargaining Agreement: (A.1.6.2) (A.1.6.4), "All units. . . must be in the employee's credentialed major or minor field of study or related to the employee's current assignment, unless approved by the Superintendent or designee." "Only one unit per year from District-sponsored workshops horizontal salary schedule advancement. Exceptions may be made at discretion of the Superintendent. District approved credit exceptions include District Leadership Academy." Units must be turned in by September 30 to affect salary advancement that calendar year.

***** See Article A.1.6.3

Unit members shall pay all costs related to attendance at conferences, workshops, in-service training, or any other meeting (s), if the employee receives, or intends to receive unit credit for advancement on the salary schedule for units offered concurrently with attendance at a conference.

TO:	Da	te of Notification:	
Principal	Co	College/University:	
FROM:	Co	ourse Number:	
Employee	Course Title:		
Credit offered by attending a Distric	t Sponsored cor	ference, similar workshop, etc	
CREDENTIAL AREA:		Number of <u>Semester</u> Units for Credit	
CTE/Designated Subjects teachers The hourly coursework will need to			
Number of Hours: Units:_	· · · · · · · · · · · · · · · · · · ·		
2. For coursework outside of the c	redentialed subj	ect/teaching area, please describe	the justification for advancement.
Dates of Course:	College/University:		Units:
Outside Coursework Approved:	Yes No	Signature of Principal	 Date
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In the event the request for variance Superintendent. The decision of the			ay appeal the matter to the