



**Dr. Nicola Parr, Superintendent of Schools**  
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## College Courses/CEU Credit for Salary Schedule Approval Form

Criteria for requesting approval of College Course work and CEU Credit:

- Per SCEA Contract Article 6.2.7, college units to be applied for credit on the salary schedule shall have prior written approval by the department head.
- All college units to be taken for salary reclassification are limited to those units approved as being of distinct benefit to this office, as well as to the individual.
- Employee must be in non-paid status

I plan to enroll in the following course(s)/workshop(s) and request approval for the following:

Course/Workshop Title: \_\_\_\_\_

Dates of Course(s): \_\_\_\_\_

College/University/Agency: \_\_\_\_\_

No. of Hours: \_\_\_\_\_

Reason for taking the course: \_\_\_\_\_

Present Assignment: \_\_\_\_\_ School: \_\_\_\_\_

Unit Member's Name (Please Print): \_\_\_\_\_

Unit Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After completion of the above course(s), the Unit Member must submit official transcript or other acceptable documentation with the fully executed \* Approval Form.**

**Forward all required documents to the Human Resources Department to be processed.**

Department Head's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_