

2601 Rosamond Blvd., Rosamond, CA 93560
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**REQUEST FOR PRIOR APPROVAL OF
COURSES RELATING TO SALARY ADVANCEMENT**

Date of request: _____ School Site: _____

Name of Certificated Employee: _____

Institution: _____

Location – If extension course or online: _____

Course Title: _____

Course Number: _____

Number of Units: _____ Semester Quarter

Start Date: _____ End Date: _____

Course Description: _____

Reason for Course: _____

Teacher's Signature _____

Approval:

Superintendent: _____ Date: _____

- Use a separate form for each course requested.
- Reverse side is the negotiated contract section regarding course guidelines and compensation for course work completed.

ARTICLE XXI
COMPENSATION

- C. Procedure governing approval of units for salary advancement purposes shall be as follows:
1. In order for college courses to be approved for advancement purposes they must be from an institute of higher learning, and meet at least one of the following criteria.
 - a. Be a part of the requirements for a district approved advanced degree towards which a staff member is working;
 - b. Be needed for a particular credential on which a staff member is working;
 - c. Be reasonably related to a staff member's specific working assignment; or
 - d. Be requested by the District for a future local assignment.
 2. All courses for salary advancement must be approved by the District Superintendent in advance. If it is not possible to have the course approved in advance, the courses must be approved before the second class scheduled. Lack of prior approval in no way obligates the Board's approval of that course.
 3. No more than six (6) quarter units will be allowed during any one quarter, nor will more than six semester units be allowed during any semester. These limitations would not apply during any such time that the staff member is not working full-time for the District (such as during a summer school session.)
 4. Unit members may not advance more than one column per school year unless such advancement would result from the completion of all requirements for an advanced degree, or for units toward obtaining an additional credential. Advancement to a new salary schedule column because of the completion of requirements of an advanced degree may be made immediately upon written verification that the advanced degree has been obtained by the staff member, if notification was made prior to June 1, of the plan to complete an advanced degree during the coming school year.
 5. In order for a staff member to be eligible for movement to a new salary schedule column (except upon completion of the requirements for an advanced degree) he or she must submit written verification or official transcript from the educational institution by the second Monday of September, of completion of the required number of units for movement to the new column.