



CALAVERAS UNIFIED SCHOOL DISTRICT

3304-B Highway 12
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REQUEST FOR INSERVICE/COURSE APPROVAL FOR SALARY INCREMENT

Name: _____ Date of Request: _____

Number & Title of Course: _____

Sponsoring College/University: _____ or

Will this activity provide District generated Inservice hours? Yes No

Dates Inservice/Course Offered: From: _____ To: _____ Unit Credit: _____
(specify semester/quarter/contact hours) _____

How will this Inservice/Course benefit you and/or your class?

- o **Teachers Only:** All units to be considered for salary increment must be earned post Bachelor's Degree;
- o All units to be considered for salary increment must be approved prior to enrollment;
- o Course work taken to satisfy projected professional needs may be taken at any level;
- o Approved course work taken during the regular academic school year and the summer of that school year will count toward reclassification for the ensuing year.
- o All units completed must be submitted no later than **September 10** and must be in the form of a grade card or transcript;
- o The responsibility for submitting evidence of qualification or units rests with the employee. Course description, a copy of inservice announcement or course description must be attached to this form.

NOTE: All coursework is recorded in semester units. Inservice hours and/or quarter units will be converted to semester unit equivalents.

Principal/Site Administrator

Date

Original & attachment to Personnel Dept.; Yellow retained at site; Pink copy to employee