



HUMAN RESOURCE SERVICES

Approved: Y N

Date: _____

REQUEST FOR SALARY CREDIT FOR LOWER DIVISION COURSE OR POST-BACCALAUREATE PROFESSIONAL COURSE

PLEASE NOTE:

All requests must be received in Human Resource Services at least 6 weeks prior to the first class meeting so that they can be submitted to the Educational Mission: Innovative Advancement Committee for review.

BEFORE COMPLETING THIS FORM, PLEASE READ THE FOLLOWING EXCERPT FROM THE K-12 TEACHERS CONTACT, APPENDIX B.

“After the Bachelor’s degree, courses for upgrading on the salary schedule must be of upper division or graduate standing. After election to the district and after the Bachelor’s degree, exceptions may be made for prior-approved lower division transfer credit courses and post baccalaureate professional courses provided they are related to the present assignment of the employee. The granting of salary credit to any employee for such courses will be limited to a maximum of nine (9) semester hours during the entire time of the employee’s service with the district. Request for exceptions must be received by Human Resource Services prior to the first day of attendance in the course and be approved by the Assistant Superintendent, Human Resource Services, following review by the Educational Mission: Innovation Advancement Committee (EM:IAC).”

Payroll name: _____ *Date:* _____

(please print)

School or office: _____ *Employee # :* _____

Number of years teaching experience in LBUSD: _____

Subject/grade currently teaching: _____ *Years in current assignment:* _____

What subject/grades are you authorized to teach and/or what credentials do you hold?

Are you seeking a supplementary authorization for your credential? _____

If so, please list the subject area sought: _____

PLEASE COMPLETE A SEPARATE FORM FOR EACH CLASS REQUESTED

Course title: _____

(Do not abbreviate)

Course number: _____ *Number of units (semester or quarter?):* _____

College/ University: _____

Course begins: _____ *Course ends:* _____

PLEASE COMPLETE BACK OF THIS PAGE

**PLEASE ATTACH A COPY OF THE COURSE DESCRIPTION
FROM THE COLLEGE CATALOG TO THIS APPLICATION.
We cannot process your application without the course description.**

1. Explain in detail how this course is directly related to your current assignment.

2. Give specific examples describing how this course will upgrade your teaching skills and/or enhance your instructional program. If secondary, list specific subjects you are teaching that will be affected in a positive way by you taking this course.

FOR HUMAN RESOURCE SERVICES:

College/University: _____

Accredited: Yes No

Prior authorization for lower division course(s):

Yes No

If yes, number of approved units: _____

Prior authorization for professional course(s):

Yes No

If yes, number of approved units: _____

Verified Units: _____ out of 9

Reviewed by: _____

Name

Date