

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

Human Resources Department

COURSE APPROVAL FORMS

The Fallbrook Union Elementary School District has a provision whereby course work taken at a University can be used for advancement on the salary schedule.

Here is how it works.

When considering a course at the University, before registration, the following steps have to be taken:

1. A "Request for College Course Work" form has to be filled out in advance and in detail (i.e. course number, name of course and the number of semester units) and submitted for approval to your Principal. The form is available at your School Office.
2. Further approval is required by the **Associate Superintendent of Human Resources, Bill Billingsley** at the District Office.

A copy of the approved form will be returned to you so that you can begin your registration process. After completion of your college course work, transcripts need to be requested and sent to the Human Resources Certificated Personnel Technician, Stacy Allen, for records and movement on the salary schedule if necessary.

Moving over on the salary schedule requires 12 semester units. For example: if you have now 33 units and have taken a course for 3 semester units, you will move over to the next column, which is 36. (See salary schedule)

The deadline for submitting transcripts for salary increase is November 1st of each year.

Transcripts submitted after that cut-off date will not be applied until the following school year.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

REQUEST FOR PERMISSION TO TAKE COLLEGE/UNIVERSITY COURSE(S) FOR
SALARY STEP ADVANCEMENT

CERTIFICATED PERSONNEL

NAME OF EMPLOYEE: _____ **LOCATION:** _____

POSITION: _____ **DATE OF REQUEST:** _____

NAME OF UNIVERSITY OFFERING COURSE(S): _____

	<u>NAME OF COURSE</u>	<u>COURSE NUMBER</u>	<u># OF UNITS</u>
1.	_____	_____	Sem:____ Qtrs:_____
2.	_____	_____	Sem:____ Qtrs:_____
3.	_____	_____	Sem:____ Qtrs:_____
4.	_____	_____	Sem:____ Qtrs:_____

* Community College courses are not accepted. Exception: Spanish Language Study Courses, and classes which are required for clearance of the preliminary credential and can be transferred to a University Teacher Preparation program.

EDUCATIONAL OBJECTIVE: (Credential or MA) _____

FUESD WORKSHOPS FOR UNIVERSITY CREDIT OR SALARY ADVANCEMENT:

	<u>NAME OF COURSE</u>	<u>COURSE NUMBER</u>	<u># OF UNITS</u>
1.	_____	_____	Sem:____ Qtrs:_____
2.	_____	_____	Sem:____ Qtrs:_____
3.	_____	_____	Sem:____ Qtrs:_____

DESCRIBE THE ESTIMATED VALUE OF THE ABOVE COURSE(S) TO YOUR JOB:

APPROVED:

DISAPPROVED:

Principal/Supervisor Date

Principal/Supervisor Date

Superintendent/Designee

Superintendent/Designee Date

Distribution:
White Personnel Office
Yellow Principal
Pink Employee