

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

Human Resources Department

COURSE APPROVAL FORMS

The Fallbrook Union Elementary School District has a provision whereby graduate coursework completed at a University can be used for advancement on the salary schedule.

When considering graduate-level coursework at a University, before registration, the following steps need to be taken:

1. Notify Human Resources via the "Request for Permission to Take College/ University Course(s) for Salary Step Advancement" form by May 15 if you plan to complete units to advance to a new salary schedule column for the next school year.
2. A "Request for Permission to Take College/University Course(s) for Salary Step Advancement" form has to be filled out in advance and in detail (i.e., course number, name of course, and the number of semester units.) If you are requesting approval for more than ten courses, attach a complete list of courses to the form. Submit the completed form to your Principal for approval. The electronic form is available on the District website at <https://www.fuesd.org/wp-content/uploads/2020/03/Course-Approval-Form-FILLABLE.pdf> and is set up for electronic signatures.
3. Further approval is required by Human Resources. Submit the completed form signed by your administrator to Stacy Allen at sallen@fuesd.org.

A copy of the approved form will be returned to you. After completion of the approved college coursework, send official transcripts to Stacy Allen - mailed transcripts to be sent to Stacy Allen in Human Resources at 321 Iowa Street, Fallbrook, CA 92028. Electronic transcripts are only accepted when they are sent directly to sallen@fuesd.org from the university.

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)

Important Notes: The deadline for submitting official transcripts for salary increase is November 1st of each year.

Any transcripts received after November 1st will be applied to the following school year (see FETA contract 11.3.4 and 11.3.5).

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT
REQUEST FOR PERMISSION TO TAKE COLLEGE/UNIVERSITY COURSE(S)*
FOR SALARY STEP ADVANCEMENT - CERTIFICATED PERSONNEL

NAME: _____ **SITE/DEPARTMENT:** _____

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: _____
5. _____	_____	Sem: _____ Qtrs: _____
6. _____	_____	Sem: _____ Qtrs: _____
7. _____	_____	Sem: _____ Qtrs: _____
8. _____	_____	Sem: _____ Qtrs: _____
9. _____	_____	Sem: _____ Qtrs: _____
10. _____	_____	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: (i.e., credential, masters degree, educational growth)

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

APPROVED:

Principal/Supervisor Date

HR Designee Date

NOT APPROVED:

Principal/Supervisor Date

HR Designee Date