

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

Human Resources Department

COURSE APPROVAL FORMS

The Fallbrook Union Elementary School District has a provision whereby pre-approved 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. A "Request for Permission to Take College/University Course(s) for Salary Step Advancement" form must be completed, approved and submitted by May 15 if you plan to complete units to advance to a new salary schedule column for the next school year. This form should be completed 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. The electronic form is available on the District website at www.fuesd.org/popular-resources/ and is set up for electronic signatures.
2. Submit the completed form to your Principal for approval then submit to Cheli Gallegos (cgallegos@fuesd.org) in Human Resources, she will submit to the Assistant Superintendent for final approval. A copy of the approved form will be returned to you.

After you have completed the course(s), please have an original/sealed transcript delivered to Certificated Human Resources. Mailed transcripts need to be received in a sealed envelope; electronic transcripts are accepted only when they are sent directly to Cheli (cgallegos@fuesd.org) from the university/program. Please be aware that a 4 quarter unit course is equivalent to 2.667 semester units.

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:

NOT APPROVED:

Principal/Supervisor Date

Principal/Supervisor Date

HR Designee Date

HR Designee Date