

**SALINAS UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCES OFFICE**

REQUEST FOR APPROVAL OF COLLEGE/UNIVERSITY COURSES

Name (print)_____ Site:_____ SUBJECT TAUGHT:_____
Last First

All courses to be counted for advancement on the salary schedule must have the prior approval of the School Principal and the Administrator of Human Resources.

I hereby request approval of the following courses. Upon completion of the course, I will ask the college or university to send an official sealed transcript for the course. If I do not take the course I will notify the Human Resources Offices.

Official Sealed Transcripts must be sent to Human Resources no later than October 1st

| Course Number | Name of Course | Name of College or University | Fall, Winter, Spring, Summer & Year to be taken | Semester Units to be Taken |
|---------------|----------------|-------------------------------|---|----------------------------|
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Will these courses count toward your Credential? CIRCLE: YES / NO Which Credential:_____

Employee's Signature:_____ Date:_____

Principal's Signature:_____ Date:_____

RETURN COMPLETED FORM TO HUMAN RESOURCES OFFICE

-HUMAN RESOURCES TO COMPLETE-

Approved:_____ Denied:_____ Reason Denied:_____

Signed:_____ Date:_____
Administrator – Human Resources

Posted by:_____ Date:_____
Personnel Specialist – Human Resources