

MILL VALLEY SCHOOL DISTRICT
REQUIRED - Prior Approval of Unit Credit for Salary Advancement
 -CERTIFICATED-

Employee Information

Employee Name:	Date:
Current assignment (Grade/Subject):	
Site:	

Please fill out the appropriate section for either a Class or Workshop

University/College Course/Class

<input type="checkbox"/> Course No.	Course Title:	
University/College:		
Number of units:	<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter
Date(s) attended:	Start Date:	End Date:

Workshop

<input type="checkbox"/> Workshop
Workshop Title (<i>attach workshop documentation</i>):
Number of Points Requested (1 point = 1 hour) 18 Points = 1 semester credit:
Date(s) attended:

Site Level – Signature Required

Employee Signature:	Date:
Principal/Supervisor Signature:*	Date:

***PRINCIPALS: PLEASE FORWARD A COPY TO DISTRICT OFFICE PERSONNEL.**

PLEASE RETAIN THIS FORM AFTER PRINCIPAL SIGNS, AND SUBMIT TO PAYROLL AFTER WORK IS COMPLETED.

District Level – Signature Required (EVIDENCE OF COMPLETION BY SEPT 15)

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Superintendent Signature:		Date:

It is the employee’s responsibility to see that all necessary conditions for course approval are met as defined in the MVSD Contract, Article 21 Class Advancement.

College courses or workshops will not be considered for salary advancement when attended during regular work hours, or when substitutes have been provided for this purpose. Courses/workshops need to be scheduled during non-work hours.

FINAL APPROVAL CANNOT BE GIVEN:

For courses taken: until an official transcript has been received showing the actual course number, description, units and satisfactory completion.

For workshops attended: Until verification/documentation has been received.