

MILL VALLEY SCHOOL DISTRICT
REQUIRED for 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 prior to taking the course

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

***PRINCIPALS: PLEASE FORWARD A COPY TO DISTRICT HUMAN RESOURCES.**

PLEASE RETAIN THIS FORM AFTER PRINCIPAL SIGNS, AND SUBMIT TO HUMAN RESOURCES AFTER WORK IS COMPLETED. OFFICIAL TRANSCRIPTS MUST BE ATTACHED TO THIS ORIGINAL FORM.

District Level – Signature required (EVIDENCE OF COMPLETION BY SEPTEMBER 15)

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (Employee will be notified)
Superintendent Signature:	Date:

Salary Advancement will be granted for courses taken outside contracted work hours and when the employee has paid for the registration and associated expenses.

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.

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. UNIT MEMBERS PLANNING FOR ADVANCEMENT FOR THE FOLLOWING YEAR MUST SUBMIT THE CERTIFICATED SALARY ADVANCEMENT FORM TO THE DISTRICT OFFICE BY APRIL 15 AND ATTACH OFFICIAL TRANSCRIPTS/EVIDENCE OF COMPLETION OF THE WORKSHOP PRIOR TO THE FOLLOWING SEPTEMBER 15.