

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"/> Credit Course	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):
Date(s) attended:

**Site Level – Signature Required**

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

**\*PRINCIPALS: PLEASE FORWARD A COPY TO 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**

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Director of Human Resources Signature:		Date:

Salary Advancement units 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.