



**Professional Training Prior Approval Request
(Four-Year College or University Courses Only)**

SCTA Section 12.4.2 (Certificated)

Before beginning work on any four-year college or university courses or on any courses sponsored by the district's Curriculum and Professional Development Department, prior approval must be obtained by all non-management certificated personnel from their principal (or other administrator responsible for the evaluation of the employee's performance). This approval will be made "on the basis of a plan for the orderly and appropriate professional improvement" of all employees. A plan for the year must be submitted to the principal/ administrator prior to taking any four-year college or university courses. The plan need not be formally approved by the principal/ administrator, but must be on file before this form is submitted.

Prior approval forms for four-year college or university courses must be completed and filed with Human Resource Services. Prior approval forms for inservice courses offered by the Curriculum and Professional Development Department must be filed with that department. Approvals denied by the principal may be appealed to the Associate Superintendent, Human Resource Services, or his/her designee.

Transcripts or official grade cards containing evidence of units earned should be filed immediately upon completion. The deadline for filing units for July 1st class changes is October 10th. The deadline for filing units for February 1st class changes is March 10th. Class changes based upon credits earned prior to the deadline dates will be retroactive to July 1st or February 1st. Records filed will not be returned to the employee. Employees new to the district will have a maximum of sixty (60) days from their first day of required service in which to file unit. Handwritten or typed grade cards cannot be accepted unless properly stamped with the school seal.

This form must be completed prior to taking the courses. If the principal approves and signs, copies are to be distributed as indicated below: **IT SHOULD BE NOTED THAT THE PRINCIPAL'S APPROVAL IS IN TERMS OF THE APPROPRIATENESS OF THE WORK FOR THE APPLICANT'S PROFESSIONAL DEVELOPMENT AND IN NO WAY GUARANTEES THAT THE UNITS EARNED ARE ACCEPTABLE FOR SALARY CREDIT.** Units may not be approved if these are repeat units, are from a non-accredited school, or do not meet the criteria for acceptance.

Name:	Social Security Number:
Position:	Location:
Address:	Home Phone:
City:	Zip Code:

Check (✓): I have submitted a written plan for the year to the principal/administrator. This plan need not be formally approved by the principal/administrator, but must be on file before this form is submitted.

Name and Address of College or University		
Name	City	State

Enrollment Date			Course Number	Course Title	Number of Units	
Month	Day	Year			Quarter	Semester

In the event the above-named proposed courses are not available, courses will be selected in the following areas:

1. _____
2. _____

I approve the above courses as being appropriate for the professional improvement of the applicant.

Principal or Administrator in Charge

Date

Distribution After Principal's Approval: Employee, Principal/Administrator, Human Resource Services