

Pre-Approval of Credits For Salary Classification Change

Per Quality Teachers and Education Act (Prop A) - Effective August 1, 2008, teachers receiving additional salary credit placement for academic units shall have those units reviewed by the Human Resources Department, or District designee, for the purpose of seeing that they advance the subject area or credential of the individual. Academic units determined not to advance the subject or credential area of the individual will not be counted for classification purposes. In cases of dispute, the Chief Administrative Officer or designee shall make the final determination.

Credit earned in the following manner will be acceptable for salary classification purpose and **shall be pre-approved in order to receive credit:**

- Accredited university or college courses
- In-services courses, equivalent to college or university courses for a specified number of units
- Courses in specialized schools

All teachers must submit **official transcripts** carrying the embossed seal of the degree-granting institution to the SFUSD Salary Office. **Photocopies will not be accepted.** Pre-approval must be obtained before commencement of the course or unpaid professional development activity.

Name:	Empl. ID:	Date:
Current Position and Subject (s) Taught:		
Credential(s)/Authorizations held:	Work Location:	

Name of College or University or Source of Unpaid Professional Development Activity	Course Title & Description	# of units	<i>For HR Use Only</i>	
			Approved	Not Approved
			<input type="checkbox"/>	<input type="checkbox"/>

How does this course further help your professional skills?

Name of College or University or Source of Unpaid Professional Development Activity	Course Title & Description	# of units	Approved	Not Approved
			<input type="checkbox"/>	<input type="checkbox"/>

How does this course further help your professional skills?

Name of College or University or Source of Unpaid Professional Development Activity	Course Title & Description	# of units	Approved	Not Approved
			<input type="checkbox"/>	<input type="checkbox"/>

How does this course further help your professional skills?

Employee Signature:

Signature	Date

Supervisor's Acknowledgment:

Name/Title	Signature	Date

Comments:

Fax completed form to Human Resources at 415-241-6375 or mail to Human Resources, SFUSD, 555 Franklin Street, San Francisco, CA 94102

--FOR HUMAN RESOURCES USE ONLY--

Reviewed by:

Name/Title	Signature	Date