

Date of receipt: _____	Approved _____	Date _____
	Denied _____	Date _____

PUSD Application for Credit Advancement – Horizontal Movement Course Approval Form

Name _____ Worksite _____

Address _____

Home Phone _____ cell _____

E-Mail _____

From Appendix D of the Contract:

Credits presented for horizontal movement on the salary schedule must be collegiate upper division or Graduate units and satisfy at least one of the following conditions: 1. Increase subject area competency in the certificated employee's credential area or employee's teaching assignment. 2. Increase certificated employee's competency in teaching core subjects of writing, reading or mathematics. 3. Meet requirements for an advanced degree program related to the employee's teaching assignment. 4. Meet requirements for additional credentials or subject area authorizations. 5. The written statement of intent may include a justification for the need for a lower division course on the basis of assignment. Lower division coursework must be approved prior to enrollment. **Repeat courses shall not be approved.**

Is the district covering the cost of the course or workshop and/or paying you for attending? Yes or No
If you answered yes, please be aware that your units will not qualify for salary movement.

Is this course required for your credential? Yes or No

Is this course necessary for an advanced degree? Yes or No

Name of Course and Number _____

Number of Credits _____ University and Web Address _____

*****Please attach the course syllabus to this form, which shall include name of instructor; course description; course dates; course materials; course requirements; Core Common Standards addressed, if applicable; learning objectives and outcomes; schedule of topics and assignments; and grading policy.

If this course fits category 1 or 2 above or is a lower division course then:

Please attach a written justification as to why you believe this course will increase either your skills in the classroom or your knowledge in your subject area or knowledge in the teaching of writing, reading or mathematics. Please be specific.

Additional Criteria: Every Credit must equal 16 hours of work.

This application and the supporting documentation should be submitted to the assistant Superintendent for Human Resources no later than May 1st of the year preceding the movement on the pay scale. If the course is not approved, you are entitled to appeal the decision to a committee as set forth in Appendix D of the Agreement between PUSD and PEA (Proof of Completion of Coursework must be submitted by September 1.)