

NEWMAN-CROWS LANDING UNIFIED SCHOOL DISTRICT
CERTIFICATED APPLICATION FOR COLLEGE COURSE APPROVAL

Prior Approval: Extension courses, weekend seminars, community college courses and other short-term courses will be acceptable for salary advancement if approved beforehand by the Superintendent. Please submit this for to the **Superintendent's office at least 5 days prior to the beginning of the course**
All courses must be related to the employee's field of study or teaching field.

Name _____ Date of Request _____

School _____ Grade Level/teaching field: _____

Course for: Field of Study Teaching Field Other

College/University: _____ Location of Course: _____

Title of Course: _____

Course Number: _____ Number of Semester Units: _____

Total number of classroom hours: _____ Date(s) of course: _____

This is a (n): Extension Course Workshop Study Tour Conference

Other (Describe) _____

How will the course be of value to you? _____

PLEASE ATTACH COURSE DESCRIPTION AND/OR OTHER SUPPORT DOCUMENTS.

Approved: _____ Not Approved: _____

Reason: _____

Principal

Date

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To be completed by the District Office

Approved: _____ Not Approved: _____

Reason: _____

Superintendent or Designee

Date

