

Plumas Lake Elementary School District
Request for Prior Approval – College Courses
Certificated Personnel

Certificated staff may earn units to move columns on the salary schedule. These units must be preapproved by the Superintendent. As of August 17, 2009 only graduate level courses will be accepted. Courses must be completed by the first day of school to count towards salary advancement. Certificated staff must inform the Personnel Office by August 1 of classes completed or to be completed to ensure proper placement on the salary schedule. Certificated staff must submit transcripts verifying courses completed by October 1. Certificated staff will be responsible for repaying the difference of salary if the units are not confirmed by October 1.

Course Title	Course Number	College/University	Credit Hours/Units	Relation of Course to Current Teaching Position	Approval
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Teacher's name (Please Print): _____

Teacher's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

A copy of this form will be returned to the staff member. Please retain the copy for your records