

UPLAND UNIFIED SCHOOL DISTRICT
APPROVAL FOR COURSE WORK
APPENDIX A XV-C (Please use one form for each class)

Name _____ Date Requested _____ School Site _____

Course No. _____ Course Title _____

Number of full semester units _____ (quarter units are equated at 2/3rds)

Institution _____ Date course offered: from _____ to _____

Relationship to K-12 Educational Program: _____

Approved by _____ Date _____

Principal

In the event this course qualifies the unit member to advance to the next column on the salary schedule, the PERSONNEL OFFICE MUST BE NOTIFIED THREE (3) MONTHS IN ADVANCE ON THE DISTRICT FORM PROVIDED FOR A SEPTEMBER, DECEMBER OR MARCH COLUMN CHANGE (Appendix A XV-A). Official transcripts of the course work completed must be submitted prior to being advanced.

White -- Human Resources

Yellow -- Unit Member

Pink -- Supervisor