

**CORCORAN UNIFIED SCHOOL DISTRICT**  
**Pre-Approval for Educational Units**

**You must have pre-approval before taking classes for added units. Please use this form.**

PLEASE NOTE: VERIFICATION (OFFICIAL TRANSCRIPTS) OF UNITS OR CREDITS EARNED MUST BE IN THE DISTRICT OFFICE NO LATER THAN NOVEMBER 1<sup>ST</sup> OF EACH YEAR TO BE CONSIDERED FOR THAT YEAR'S SALARY PLACEMENT.

Teacher's Name: \_\_\_\_\_

School Site: \_\_\_\_\_ Date: \_\_\_\_\_

Name of class \_\_\_\_\_

\_\_\_\_\_

\*\*Please attach copy of description if possible

Course # of class \_\_\_\_\_

College or University for class \_\_\_\_\_

Please explain why this class will assist you in teaching or benefit the students in your class:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\*\*\*\*\*

Reviewed and Approved:

\_\_\_\_\_  
Rich Merlo, Superintendent

\_\_\_\_\_  
Date