

**ROSEVILLE CITY SCHOOL DISTRICT**

**COLLEGE COURSE APPROVAL FOR SALARY  
SCHEDULE ADVANCEMENT - CERTIFICATED**

1. This form is to be filled out and sent to the Personnel Office for approval **PRIOR TO ENROLLMENT**.
2. Course(s) should be pertinent to current position/grade level or used for advancement to other positions.
3. If the course has been closed/canceled, enrollment in another course is permissible. Please contact Personnel to cancel original course approval and submit a new form for approval of replacement course.
4. DISTRICT-PAID WORKSHOPS/CLASSES: Credit will not be given whenever the district covers the complete or partial cost of attending the workshop/class.

If the presenter offers college credit at an additional fee, above and beyond the class costs, the employee may pay those fees, perform the necessary requirements for the credit, and turn in the grade for credit recording. (Verification of payment for credit may be required prior to credit being issued.)

EMPLOYEE-PAID WORKSHOPS (not during regular/paid days): If the employee attends a workshop and pays the necessary costs (partial or complete) to receive credit, the employee must submit the form prior to the workshop for approval that it meets district guidelines for credit.

5. Review Article XXVI, Salary and Salary Advancement, in the certificated contract for further information.

Institution	Course #	Course Title	Fill in one			Date Course Begins	Date Course Ends
			# Hours **	# Sem. Unit	# Qtr. Unit		

**I UNDERSTAND THAT PRIOR COURSE APPROVAL MUST BE OBTAINED IF UNITS ARE TO BE USED FOR ROSEVILLE CITY SCHOOL DISTRICT PROFESSIONAL GROWTH CREDITS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade Level

Approved: \_\_\_\_\_  
Assistant Superintendent, Personnel Services

\_\_\_\_\_  
Date

\*\* Fifteen (15) class hours are equal to one (1) semester unit.