

TEHAMA COUNTY DEPARTMENT OF EDUCATION

**REQUEST FOR UNIT APPROVAL**

NAME/POSITION (please print): \_\_\_\_\_

Unit(s) to be taken (only one class, conference, workshop, etc. per form):

AGENCY, COLLEGE, OR UNIVERSITY	COURSE NUMBER	TITLE	UNITS		ANTICIPATED DATE OF COMPLETION (month & year)
			SEM.	QTR./HRS.	

Please briefly summarize the relationship of the above to your position:

Total number of semester units taken to date this school year including this course: \_\_\_\_\_

Will these units move you on the salary schedule?  Yes  No

This credit will be for the \_\_\_\_\_ – \_\_\_\_\_ school year.

Will the Department, in any way, pay for any of the costs required to acquire the units approved?  Yes  No

If "yes," please explain:

\_\_\_\_\_  
IMMEDIATE SUPERVISOR

\_\_\_\_\_  
PERSONNEL

Approved  Not Approved \_\_\_\_\_  
DATE

Received: \_\_\_\_\_  
DATE

## REQUEST FOR UNIT APPROVAL

### INSTRUCTIONS

1. Prior to taking classes, workshops, conferences, etc., employee shall complete a Request for Unit Approval form and submit it as follows:

Special Education staff submit forms to Assistant Superintendent

TCDE and Project staff submit forms to immediate supervisor

2. Please be aware, Request for Unit Approval form will be returned if incomplete for correction or additional information.
3. Any unit credits earned under any of the following circumstances may not be used for advancement purposes:
  - a. Credits earned during regular school hours, when the Department provides a substitute without a salary deduction, and/or
  - b. Credits earned when the Department provides reimbursement for any part of the employee's expenses in connection with the earning of unit credit.
4. Upon approval, the Request for Unit Approval form will be returned to the employee to hold until completion.
5. Upon completion of units, employee must submit verification to the Personnel Department along with the signed Request for Unit Approval form. For certificated staff, verification of units must be on file prior to September 15.
6. Employee will be notified of any payroll changes.

For specific guidelines, more information, or clarification, please refer to your unit contract or the applicable board policy.