



Alpine County Office of Education Alpine County Unified School District

Patrick Traynor, Ph.D., Superintendent

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COURSE UNIT APPROVAL APPLICATION

All courses to be submitted to meet salary schedule class requirements must be approved by the Superintendent in advance and this request submitted to the Human Resources Office. Verification of completion of units must be submitted by official transcripts to the Human Resources Office no later than June 15 of the current school year.

Name		Date Submitted	
Current Assignment			

College/School Institution	Course Number / Course Title	Dates of Course	Semester Units*
		to	
		to	
Please attach a copy of the course announcement(s) to this application, including dates of courses.			

*One Quarter unit equals 2/3 Semester unit.

Please describe the way in which this course will extend your instructional competence or assignment flexibility.

Employee's Signature

Date

Approved

Denied

Superintendent's Signature

Date

A copy of this approval application was given to Principal's Office on _____.