



Human Resources
201 6th Street, Coronado, CA 92118
619.522.8900 x1010 www.coronadousd.net

COURSE PRE-APPROVAL FORM

Name _____ Site Location _____ Date _____

I request approval of the following named course for consideration for Salary Advancement:

Course Name _____ Dept. & Number _____

Brief Description _____

Application to current assignment / preparation for additional credential _____

Date(s) of course _____
From _____ To _____ University or College _____

Number of **SEMESTER** Units _____

Is this course is a result of a workshop/conference paid for by the District or taken on District time? ____ Yes ____ No

Signature (Employee) _____ Date _____

UNIT CONVERSION		
<u>Qtr. Hr.</u>	=	<u>Sem. Hr.</u>
1	=	2/3
2	=	1 1/3
3	=	2
4	=	2 2/3
5	=	3 1/3

Approved	<input type="checkbox"/>
Denied	<input type="checkbox"/>

Signature _____ Date _____
(Director of Human Resources)

Reason for Denial: _____

NOTE: Pre-approval is required for credit for salary advancement. Please refer to Section 19.3.3 of the ACT / District Agreement