

This form must be turned in as soon as possible – within 60 days of completion. Do not hold for transcript.*

Montebello Unified School District
**Petition to District Salary Credit Committee for
Advancement on the Salary Schedule with
Professional Development or Lower Division Units**

Name: _____ **School:** _____ **Date:** _____

Teaching Assignment: _____ **Tel. Ext.** _____ **Number of Units requested:** _____

Per the Agreement between the Board of Education of the Montebello Unified School District and the Montebello Teachers' Association ***this form must be completed and submitted to the District Salary Credit Committee within 60 days of the completion of the course for which you are seeking units.** This may include a conference where units are offered by a college or university. Eligible programs are those for which you are **not compensated in any manner and that enhance your abilities to educate students.** For contract language and directions on how to fill out this form, please see the reverse side. If you have any questions, please call the English Learner Programs/Curriculum & Instruction K-8 (ELP/C & I K-8) office at (323)-887-7900 ext. 2288.

Name of class/course: _____

(Please attach a course description flyer which includes the following information and must be clearly indicated: dates with year; hours; name of the college/university; class requirements for written papers, tests or other work required in order to earn the units.)

College or University offering the units: _____

Location of course: _____
(City and State)

Date(s) of course – include year: _____

How will earning the units you are requesting enhance your abilities as a classroom teacher in your current assignment?

After you have completed the requirements and have received approval send or bring the original transcript and the approved form to the Human Resources Office. In order to advance on the salary schedule you must submit to Human Resources a "Request for Change in Salary Classification" form. For more information on salary advancement, contact Human Resources at (323) 887-7900 ext. 7927.

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For Office Use Only

Approved

Not Approved

Signature of Committee Chair

Date

Units Approved

D. Salary Placement and Qualification

10. “College Unit Recognition”

- a. All units earned subsequent to the BA/BS degree, (except District Salary Credits), must be upper division or graduate level units, with a grade of at least a “C” and from an accredited institution that would or could lead to a credential or a degree.
- b.* Coursework that enhances a Bargaining Unit member’s ability or potential to address identified District needs and/or state mandate(s) in the Bargaining Unit member’s current assignment will receive salary credit, if approved by a two-thirds (2/3) vote of the District Salary Credit Committee. The course work must be approved and filed, with the required documentation, with the District within sixty (60) days of completion of the course work.

*Will be applicable for course work or units commenced after January 1, 2003.

**Directions for Requesting Professional Development Units/
Lower Division Units Form and Guidelines**

1. Please complete this form and send it to the English Learner Programs / Curriculum & Instruction K-8 Department (ELP/C & I K-8) at the District Office - TRC along with a flyer or brochure about the class for which you would like to receive units **within 60 days of completing the course**.
2. This form is not necessary for lower division courses leading to a degree or credential. A district approved plan must be on file.
3. Your request form will be reviewed and returned to you indicating approval or non-approval.
4. If your request is not approved, you need not take further action.
5. If approved, you will be sent a letter, the original form with the number of units that was granted, and attachments. You may take these to Human Resources along with your original transcript.

If you have any questions, please call (323)-887-7900 ext. 2288.

Committee Meetings are scheduled regularly from September to June.