



Santa Barbara County Education Office
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Service and Leadership • www.sbceo.org

**REQUEST FOR APPROVAL OF COURSEWORK
 FOR SALARY SCHEDULE CREDIT**

Instructions:

Complete information below and obtain approval of appropriate program director or administrator prior to taking coursework for salary schedule credit. Submit completed form to the Human Resources department. After courses are completed, submit official verification (transcripts or other official document) to the Human Resources department.

Approval must be given, units earned, and verification of completion submitted to Human Resources prior to September 1st in order for salary schedule advancement to occur for the new academic year. (*Agreement Article V-2.*)

Name _____

Position _____ **Date** _____

Course Title & Number	Completion Date	College/University	Units (Sem/Qtr)

APPROVED:

_____ **Program Manager/Administrator**

_____ **Date**