

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Lancaster, California**

From the Office of the
Assistant Superintendent, Personnel Services

CERTIFICATED EMPLOYEE REQUEST; APPROVAL OF COURSEWORK

Applicant _____ Date _____

Site AVHS EHS HHS KHS LHS LnHS PHS QHHS
AAV CDC DWHS RRX SOAR SOAR-PREP

Course for which you are requesting PRE-APPROVAL:

Name of the institution you are / will be attending:

Course number _____ Upper Division / Lower Division

Briefly explain how this course relates to (check one) :

- _____ your major or minor area of preparation
- _____ your current assignment
- _____ your educational goals
- _____ or is to the best interest of the District

Explanation: _____

Course starting and ending dates:

Start on _____ and be completed on _____

Number of credits:

_____ Quarter Units X 2/3 =

_____ Semester Units = _____ Total

Will the above units move your position on the Salary Schedule: Yes / No

Date received D.O.
Copy returned to
applicant

Date BOARD APPROVED
copy returned to applicant

Date of completion

Verification must be received by the Personnel Office by _____
For the salary increase to be effective on _____