



SWEETWATER UNION HIGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

1130 Fifth Avenue
Chula Vista, CA 91911-2896

General Information:
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www.sweetwaterschools.org

PRIOR APPROVAL REQUEST

For Graduate, Upper or Lower Division Courses to apply toward Salary Reclassification

NOTE: Prior to submitting this form, please review your bargaining unit's agreement with the Sweetwater Union High School District. In order to be considered for salary reclassification by the Division of Human Resources, this form must be filed no later than September 30 for Semester I, and February 28 for Semester II. Coursework must be verified via presentation of official transcripts By December 31 for Semester I retroactive pay consideration and by May 31 for Semester II retroactive pay consideration.

TO: Human Resources Department

POSITION TITLE _____ DATE _____
INDICATE: Librarian/Nurse/Teacher

Prior approval is requested for the following course(s) to apply toward salary reclassification. NOTE: Courses requested should be justified as directly related to assignment and/or better preparation for teaching or unit member's assignment.

(CHECK APPROPRIATE BOX) GRADUATE UPPER DIVISION LOWER DIVISION

Name of Institution	Dept. and Course No.	Course Title	No. Units Sem/Qtr	Term to be taken

REASON FOR REQUEST _____

NAME (please print)

SIGNATURE

SCHOOL OF ASSIGNMENT

HOME ADDRESS (NUMBER/STREET/CITY/ZIP CODE)

HR APPROVAL _____
DATE _____

NOTE _____

NOT APPROVED _____

NOTE _____