

**Twain Harte School District**  
**Notification of Additional Coursework**

Submit completed form and attachments (course synopsis) to the District Office  
Complete one form for each course

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

COLLEGE/UNIVERSITY: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

COURSE #: \_\_\_\_\_ CREDIT HOURS: \_\_\_\_\_ ☐ Quarter ☐ Semester

DATES(S) COURSE TAUGHT: \_\_\_\_\_

Please attach documentation of course content and the reason(s) you wish to take the course. Coursework must meet the criteria of the Twain Harte Federation of Teachers Union Contract Article 10 items below in order to qualify for additional salary credit.

**10.3 Education Units**

10.3.1 \$101.42 per semester unit, 120 units maximum, effective 2018-2019 school year.  
[Modified 01/15/2019]

10.3.2 One quarter unit credit for every twenty (20) non-school hours attendance in workshops or curriculum committees if other compensation is not given

10.3.3 Proof of units earned must be presented to the District Office by **September 15<sup>th</sup>** of each school year for the units to be credited for that school year.

10.3.4 Effective with respect to units taken after July 1, 2004, professional development that enhances salary on the salary schedule shall consist of the following:

10.3.4.1 College and university work that satisfies one or more of the following:

10.3.4.1.1 Courses that develop increased competence in the present teaching area, including curriculum development.

10.3.4.1.2 Courses that are preparation for a teacher who changes, or plans to change, from one curriculum to another.

10.3.4.1.3 Courses that develop competencies in an additional curriculum area.

10.3.4.1.4 Courses that directly relate to the Board-directed goals of the District.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Acknowledgement      Date