

Culver City Unified School District

1C-16  
R2/96

APPROVAL/REQUEST TO ATTEND  
IN-SERVICE AND TRAINING ACTIVITY  
(Certificated Salary Schedule Credit)

Directions:

1. Employees may receive credit for voluntarily attending approved workshops and/or conferences outside of school hours and for which the employee received no compensation or reimbursement of expenses from the district. Refer to certificated Contract, Article 33, Section E, Number 5 for details and restrictions.
2. Attendance must be at sessions devoted to broadening or extending the employee’s knowledge beyond that required to keep current in teaching or other assignment.
3. Attendance for salary credit must be approved in advance by the Assistant Superintendent for Educational Services. Submit this form to the Assistant Superintendent for Educational Services well in advance of session. Approval/Disapproved request will be returned to employee.
4. A copy of the activity announcement **INCLUDING** those “approved for salary schedule credit” in district publications and bulletins must be attached to this Approval/Request to Attend form.

Name of Employee \_\_\_\_\_ Date \_\_\_\_\_

Current Assignment \_\_\_\_\_ Location \_\_\_\_\_

Title/Name of Activity \_\_\_\_\_

Dates of Session (s) \_\_\_\_\_ Location \_\_\_\_\_

Time of Attendance \_\_\_\_\_ \*Hours of Attendance \_\_\_\_\_

\*Do **not** include lunch breaks. Only time in attendance is allowable.

Describe activity to demonstrate that session (s) will broaden or extend the employee’s knowledge beyond that required to just keep current in present assignment.

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District Approval/Disapproval (circle)

\_\_\_\_\_  
Assistant Superintendent for Educational Services

\_\_\_\_\_  
Date

Note: After approval/disapproval return form to employee. Employee must attach approval to “Report of Attendance” (form #1C-16-2) at workshop, etc., in order to receive salary credit.