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**Prior approval for in-service courses offered by the Curriculum and Professional Development Department must be filed in that department. Approvals denied by the principal may be appealed to the Associate Superintendent, Human Resource Services, or his/her designee.**

Transcripts or official grade cards containing evidence of units earned should be filed immediately upon completion. The deadline for filing units for July 1st class changes is October 10th. The deadline for filing units for February 1st class changes is March 10th. Class changes based upon credits earned prior to the deadline dates will be retroactive to July 1st or February 1st. Records filed will not be returned to the employee. Employees new to the district will have a maximum of sixty (60) days from their first day of required service in which to file unit. Handwritten or typed grade cards cannot be accepted unless properly stamped with the school seal.

This form must be completed prior to taking the courses. If the principal approves and signs, copies are t