

**MORGAN HILL UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

**CERTIFICATED
NOTICE OF INTENT TO TAKE COLLEGE / UNIVERSITY COURSES**

To apply to column reclassification

1. All classes used for column reclassification must have had the prior approval of both the unit member's supervisor and the district.
2. All credits applied to column reclassification shall have had the approval of the site administrator and the District prior to the first class session (4.4.2.3). The course approval form should be requested at least fifteen (15) working days prior to the first class session.
3. Prior to column reclassification, verification of units from a college or university in the form of *OFFICIAL TRANSCRIPTS* or an *OFFICIAL GRADE REPORT* shall be received by the District. Upon receipt of the official transcripts or proof of a completed class reflecting the date, institution and class name, credits and grade received, the unit member will receive the column change and retroactive pay increase no later than December 1st of the year in which reclassification is effective. (4.4.2.5)

COLLEGE/ UNIVERSITY*	COURSE TITLE AND NUMBER**	DURATION OF CLASS	SEMESTER UNITS***
		From: To:	
		From: To:	
		From: To:	
		From: To:	

* Please indicate the name of the college or university issuing the grade.

** Give the name of the course and the number exactly as they will appear on the transcript.

*** A quarter unit is equal to two-thirds of a semester unit; a continuing education unit (CEU) equals one-half a semester unit.

PRINT NAME _____ Unit member signature _____ Date _____

SITE: _____ Principal/Supervisor _____ Date _____

Assistant Superintendent, Human Resources

APPROVED BY _____ DATE _____

DISAPPROVED BY _____ DATE _____

A copy will be returned to you following review.