

LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division

Certificated Assignments & Support Services – Adult Salary Allocation Unit

Registration of Multicultural Study / Degree

<https://achieve.lausd.net/Page/4049>

Employee Number	Last Name	First	Initial	Suffix
Home Address		City	Zip Code	() Telephone Number
LAUSD E-mail Address		Subject Area		

(Please Mark Boxes)

STUDY COMPLETED FOR MULTICULTURAL CREDIT

In my opinion, the following courses, projects, or study in which I was a participant, Project Leader, or Instructor, meet the requirements for Multicultural Study under Article XIV Section 22.0.

College or University	College Course	Completed Date	Units	Multicultural	
				General	Specific

DEGREE

Record advance degree information below (degree must be posted on transcripts):

Name of Degree _____

Major _____

Institution _____

Date Conferred _____

I certify that all the work submitted on this form has been satisfactorily completed and official transcripts verifying the information above are attached to this application.

Teacher's Signature

Date

POLICY AND PROCEDURES REGARDING REGISTRATION OF MULTICULTURAL STUDY AND DEGREE

1. REQUIREMENTS

Current requirements for job classes on the Master Salary Table, as outlined in the District/AALA Bargaining Agreement, Article IV, Section 3.0 must file evidence of meeting requirements and eligibility for an earned master's degree or an advanced degree of at least equivalent standard from an accredited university or college.

Except as provided below, to be eligible to serve in an administrative position even on a limited acting or other temporary basis, the employee must have completed at least four semester units of equivalent study approved for the purposes of Section 44560 through 44564 of the Education Code. The study shall include a general survey course covering various ethnic minority groups and a course specifically pertaining to a particular minority group.

The Superintendent may make exception to allow for employees to complete the multicultural study requirement within one calendar year from date of assignment; failure to meet such requirement shall result in reassignment to a non-administrative position for which appropriately certified.

2. USE OF FORM

This form may be used by any certificated adult education employee of the District to:

- a. Register verification of completion of the requirements for multicultural study.
- b. Register verification of completion of Master's Degree.

THIS FORM IS FOR USE IN TERMS OF THE DISTRICT'S MULTICULTURAL STUDY REQUIREMENTS ONLY AND MASTER'S DEGREE REGISTRATION AS MINIMUM REQUIREMENTS WHEN APPLYING FOR AN ENTRY LEVEL POSITION ON THE MASTER SALARY TABLE.

3. APPLICATION PROCESS

Certificated Adult Education employees must submit the form to the Adult Education Salary Allocation Unit. Do not use this form to apply for salary point credit. Use the appropriate salary point credit form.