

Los Angeles Unified School District
 Human Resources Division
 Credentials, Contracts and Compliance Services
Request for Local Teaching Assignment Option

This authorization allows a General Education teacher in either a probationary or a permanent contracted position, who meets the requirements as outlined in Education Codes: 44256(b) 44258.2, and 44263, to be assigned to teach a single subject area outside of his/her credential authorization with his/her consent. The authorization is only valid for the fiscal year for which it was issued. The request must be submitted and approved prior to the start of the assignment.

Employee Name: (first name, last name)		Employee No:	
Email Address:		Phone No:	
School Name:		Loc Code:	Loc Dist:
Principal's Name:		School Phone No:	
Requested School Year:		Assignment Start Date:	

Please select **one** of the following:

Middle School Authorization (Grades 1-8) - EC§ 44256(b) / EC§ 44258.2

Requirements: minimum of 12 semester units (18 quarter units) of lower division or 6 semester units (9 quarter units) of upper division coursework in the requested subject.

Board Permit (Grades 9-12) - EC§ 44263

Requirements: minimum of 18 semester units (27 quarter units) of lower division or 9 semester units (13.5 quarter units) of upper division coursework in the requested subject.

Subject(s) Requested: _____

LIST OF COURSES TEACHER WILL BE TEACHING UNDER THIS AUTHORIZATION		
District Course Code (6 digits)	Course Title	HR Office Use Only CalPads Code & Description

The following signature(s) verify that both the teacher & principal consent to the assignment via the approval of this local teaching option.

 Teacher's Signature Consenting to Assignment

 Principal's Signature Consenting to Assignment

HR Credentials & Contracts Office Use Only	
Date Received:	<input type="checkbox"/> New <input type="checkbox"/> Renewal
CCS:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	

**PLEASE SCAN AND EMAIL THIS REQUEST TO:
 TEACHERCONSENTFORM@LAUSD.NET**