



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
Salary Allocation Unit  
www.lausdsalary.net**

## Multicultural Study

Please **type form before printing** or use black ink only.

Person ID/Employee No. \_\_\_\_\_ Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School or Administrative Unit \_\_\_\_\_ Grade \_\_\_\_\_ Subject \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Read the reverse side of this form for information, instructions, and complete the following:

### 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 or Point Project	Completion Date	Units	Multicultural	
				General	Specific
NON-ACCREDITED INSTITUTION					
STAFF DEVELOPMENT POINT (INSERVICE) PROJECT NUMBER					
PROJECT LEADER (PAID) PROJECT NUMBER					

I CERTIFY THAT THE INFORMATION AND DOCUMENTATION SUBMITTED TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Required Signature for Non-accredited Institutions

Approved for \_\_\_\_\_ Multicultural Units

NOT Approved for Multicultural Credit

Signature from Salary Committee \_\_\_\_\_ Date \_\_\_\_\_



## POLICY AND PROCEDURES REGARDING MULTICULTURAL STUDY

### 1. MULTICULTURAL COURSES

Effective July 1, 1976, to qualify for a schedule advancement or Career Increment on the Early Education Center, Development Center or Preparation Salary Table (T/L), an employee must have completed a minimum of two semester units or equivalent study authorized to meet the multicultural requirements.

This requirement will not be applicable to schedule advancements after the completion of four semester units or the equivalent, which includes units in a broad general course(s) on ethnic minority groups, and/or units in an in-depth course(s) pertaining to a specific ethnic minority group where 25 percent or more of all students in the school are of diverse ethnic background. (Article XIV, Section 22.0 and 23.1)

To be eligible for a Career Increment, an employee (including those serving on the Special Services Table) must complete at least two units of approved multicultural study. (Article XIV, Section 23.1)

To be eligible to serve in a position on the Master Salary Table, an employee must have fully completed the multicultural study requirement (LAUSD/AALA, Article IV, Section 3.0.)

### 2. USE OF M FORM

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

- a. Apply for multicultural credit for previously submitted coursework for which salary point credit has been granted.
- b. Apply for verification of completion of the requirements for multicultural study.
- c. Apply for multicultural credit\* for being a College or University Instructor or Paid Project Leader of approved multicultural course(s). (Official verification must be attached showing the beginning and ending date of the course or project.)

\* THIS FORM IS FOR USE IN TERMS OF THE DISTRICT'S MULTICULTURAL STUDY REQUIREMENTS ONLY. IT IS NOT FOR USE IN APPLYING FOR SALARY POINT CREDIT.

### 3. MULTICULTURAL RECEIPT AND CERTIFICATE OF COMPLETION.

The receipt provided by the Salary Allocation Unit will indicate the actual number of multicultural units allowed.

#### APPLICATION PROCESS

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

FORWARD THIS FORM TO:

**Los Angeles Unified School District  
Human Resources Division  
Salary Allocation Unit, 15<sup>th</sup> Floor  
P.O. Box 3307  
Los Angeles, California 90051**