



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

**APPLICATION FOR POINT CREDIT APPROVAL  
OR DEGREE DIFFERENTIAL FROM AN  
ACCREDITED INSTITUTION OF HIGHER LEARNING**

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

- **Important:** Please read front and back of this form for instructions and information. (**Type form before printing** or use black ink only)
- Official transcripts are required. Verify that all course(s)/degree(s) are reflected on the transcripts being submitted. Do not highlight transcripts. (Grade reports, copies, and/or Internet printouts are not acceptable)

**INSTRUCTIONS (Required by LAUSD/UTLA Agreement, Article XV, Section 7.0)**

1. Complete the following:

**STUDY POINTS COMPLETED IN ACCREDITED INSTITUTIONS**

College or University	Term Dates		Qtr. Units	Sem. Units
	Mo./Day/Yr.	Mo./Day/Yr.		
Total:				

2. APPLICATION FOR TRANSITIONAL KINDERGARTEN (TK) REQUIREMENT

I have been assigned to a position in a Transitional Kindergarten classroom. I am requesting that my transcripts be reviewed towards the TK requirements.

3. APPLICATION FOR MULTICULTURE CREDIT

Check if salary point claim includes course(s) that are being submitted for multicultural credit. See Item 7 on reverse side

4. APPLICATION FOR DEGREE DIFFERENTIAL - Record advanced degree information below: (degree must be posted on transcripts)

Name of Degree \_\_\_\_\_ Major \_\_\_\_\_  
Institution \_\_\_\_\_ Date Conferred \_\_\_\_\_

5. APPLICATION FOR POINT CREDIT

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. I certify that I am not requesting point credit for preparation or study which was undertaken during LAUSD paid time (Article XV, Section 5.0) or where tuition or other reimbursement was paid for by the District. (See Item 6 on reverse side)

Signature of Employee

Date



## **POLICY AND PROCEDURE REGARDING POINT CREDIT**

1. **Definition.** For purpose of allocation to and advancement on the Preparation Salary Table, a salary point shall be (a) a semester unit as defined by the University of California (UC) or (b) a unit of measurement established by the District and deemed the equivalent to the University of California (UC) standard. Quarter units awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit. Continuing Education Units (CEU) offered by the Extension Divisions and Schools of Continuing Education of some institutions of higher learning will be computed at the rate of two CEU's for one quarter unit or three CEU's for one semester unit. Other non-preparation type courses and workshops may be considered for credit on the basis of thirty class hours for one salary point. (LAUSD/UTLA Agreement, Article XV, Section 3.0).
2. **Study in Institutions of Higher Learning.** An accredited institution of higher learning is a college or university accredited by a regional accrediting commission and listed in the current edition of Accredited Institutions of Higher Learning published by the American Council on Education. Salary point credit shall be allowed as provided in Section 3.0 of Article XV for lower division, upper division, and graduate study in an Accredited Institution of Higher Learning, provided: (a) it is directly related to the K-12 subjects commonly taught in the District or coursework completed through an accredited education program or courses required as part of an education program (e.g., First Aid, CPR, etc.), (b) the coursework must also enhance the employee's knowledge of the subject(s) taught as well as increase the methodology skills associated with teaching those subjects, or (b) on the basis of comparable criteria, it is to be used for advancement by Early Education Center Teachers or Development Center Permit Teachers on the Early Education Center or Development Center Salary Table, as appropriate. Salary point credit shall be allowed as provided in Article XV, Section 7.0.
3. **Effective Date.** The effective date of the schedule advancement will be the beginning of the employee's first pay period which begins after (1) the required points were completed provided verification is received within four calendar months, (2) the filing date of the point application, or (3) the ending date of the required period on a schedule, if applicable, whichever is later. (Article XIV, Sections 20.0 - 20.4)
4. **Accreditation.** The District does not accredit schools or instructors for point earning purposes. Employees are requested to disregard all statements issued by individuals, schools, conferences, camps, tours, etc., which claim the opportunities they offer are accredited for salary purposes by the District. Inquire with the Salary Allocation Unit before investing time and money. Coursework submitted on this form must have been completed at a regionally accredited institution of higher education.
5. **Review Process.** A request for review of any salary point allowance must be filed with the Salary Allocation Unit in writing not later than 15 days from the date on the receipt for salary credit. Failure to file such a protest will constitute acceptance of the salary point allowance.
6. **Article XV, Section 5.0.** No Credit During Paid Time: Effective April 26, 2005 salary point credit shall not be granted for any point projects, study or travel undertaken during LAUSD paid time. Examples of paid time include: the normal school day; pupil free days; professional development days; Buy-back days; hours compensated by professional expert, training pay, or in cases where a substitute was provided. As an exception, point credit may be granted if the tuition or other reimbursement is paid by a grant or other special fund such as The Governor's Institute. In addition, salary point credit may be granted for university credit awarded for student teaching pursuant to an accredited teacher preparation program.
7. **Multicultural Courses.** To qualify for schedule advancement or a career increment on the Preparation Salary Table, the employee must have completed a minimum of two semester units or equivalent of study authorized to meet multicultural requirements. Multicultural courses will not be required for 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 of an in-depth course(s) pertaining to a specific ethnic minority group where 25 percent or more of all the students in the school are of diverse ethnic backgrounds. (Article XIV, Sections 22.0 and 23.1)

**SUBMIT THIS FORM WITH OFFICIAL TRANSCRIPTS TO:**

**Los Angeles Unified School District  
Human Resources Division  
Salary Allocation Unit – 15<sup>th</sup> Floor  
P.O. Box 513307  
Los Angeles, California 90051-1307**