



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

**SUPPLEMENTAL APPLICATION FOR
TRAINING AND EXPERIENCE**

IMPORTANT INFORMATION (Type form before printing or use black ink only.)

1. A new employee may file supplemental applications for rating-in. Allocation to a higher step or schedule based on this application will be retroactive to the date of election if application is received by the Salary Allocation Unit within four (4) calendar months of such date, otherwise it will be effective at the beginning of the pay period following receipt of the application.
2. OFFICIAL DOCUMENTS verifying additional training and/or experience must be attached to this application. Do not submit verification of training or experience that has previously been filed with the Salary Allocation Unit.
3. Submit this application and official verification(s) to:

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

Person ID/Employee No.	Last Name	First	M.I.
Street Address			
City		State	Zip Code
School or Administrative Unit		Grade	Subject
E-Mail Address			

EDUCATION (Attach official transcripts)

College/University	Units	Inclusive Dates of Study	
		From	To

Master's Degree (complete if applicable):

Institution:	Major:	Date Conferred:
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Doctorate' Degree (complete if applicable):

Institution:	Major:	Date Conferred:
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EXPERIENCE (Attach original employment verification letters)

Employer	Paid Employment Dates		Hours per week
	From	To	

Signature of Employee _____

Date _____

