



**Application for Point Credit for
Specialized Study in an Advanced School
Other than an Accredited College**

Send this application with attached verifications to:
Los Angeles Community College District
770 Wilshire Boulevard, HR-SES Unit
Los Angeles, CA 90017

FOR OFFICE USE ONLY	
_____	Salary Points Credit Allowed
_____	Total Points to Date
Effective Date _____	
Approved _____	Denied _____
By _____	
Date _____	
Email <input type="checkbox"/>	Home Address <input type="checkbox"/>
Copy Sent _____	

PRINT

Name _____
Last
First
Middle
Employee No. _____

Address/P.O. Box _____
Telephone No. _____

_____ *City*
State
Zip Code

College assigned _____ Subject area assigned _____

- See Personnel Guide B313 at http://www.laccd.edu/personnel_guides/numerical_index.htm
- See Board Rule 10610 at http://www.laccd.edu/board_rules/documents/Chapter%20X/Ch.%20X%20-%20Article%20VI.doc

I hereby request salary point credit for the described study. The study must have been undertaken after high school graduation and completed prior to assignment; the study must be in the field of the assignment; the official transcript or official verifying document must indicate subject field, dates of study, satisfactory completion of the work, number of hours of class instruction, and numbers of hours of outside preparation required.

_____	Subject of study	_____	Inclusive Dates of Study
_____	Name of School	_____	Number of Hours of Class Instruction—requires Official Verification
_____	Location of School (City and State)	_____	Number of Hours of Preparation Required—requires Official Verification

This study is in the field of my current assignment. Describe course of study.

_____ Signature _____ Date _____

_____ Email Address _____