



Application for Point Credit for
Study under Qualified Private Instructors
(completion of study)

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 Point Credit Allowed
Total Points to Date
Effective Date
Approved Denied
By
Date
Email Home Address
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 B361 http://www.laccd.edu/personnel_guides/numerical_index.htm
Board Rules 10610 and 10611 http://www.laccd.edu/board_rules/documents/Chapter%20X/Ch.%20X%20-%20Article%20VI.doc

I hereby request salary point credit be granted for the following described study undertaken with private instructors, which was approved prior to commencement of study. Verification of study with instructor's signature is below.

Subject of Study Employee's Signature

(Record, by day and month, hours of actual instruction undertaken with approved instructor during study period. Also indicate total hours of instruction as shown on chart)

Table with 32 columns (Indicate Year, 1-31, Total) and 12 rows (Jan. 20 to Dec. 20)

Total Hours of Instruction:

Instructor's Signature Print Name Date
Telephone No. Email Address