

**APPLICATION FOR APPROVAL TO TEACH A SUBJECT AREA
NOT INCLUDED ON CREDENTIAL
2019-2020 SCHOOL YEAR**

RETURN TO: **Human Resources Department, District Office**

Teacher's Name: _____

School: Adult School Subject Requested: English as a Second Language

Percent of Assignment: _____ Teachers Credential: Adult Education

State the basis upon which you feel qualified to teach this subject area. Normally, a credential authorization is based upon the successful completion of university coursework in a subject area or by passing a subject matter examination. Professional work experience can also be used to support your request for the subject authorization.

To support your request for the subject authorization, please state your qualifications clearly and concisely and use the format suggested. (You may attach additional pages, if needed).

1. College/University coursework and/or certificate of competence:

2. Relevant practical on-the-job experience; work experience in the subject area:

3. Relevant/related experience in subject area:

4. Relevant professional growth activities/experience:

5. Other relevant experience or training:

I certify that the above information is correct:

Signature

Date

☐ I request an appearance before
the Committee on Assignment

☐ I will attend a Committee on
Assignment session, if required.

Adult School Director's Endorsement

I support this authorization. This subject area is needed for the ensuing semester and/or school year.

Adult School Director's Signature

Date