

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
Certificated Credentials and Contract Services**

REQUEST FOR MIDDLE SCHOOL AUTHORIZATION

This authorization allows a General Education **Permanent (CN), Probationary (B1,B2,B3)**, who meet the requirements, as outlined in Education Codes 44256 (b)/44258.2, to be assigned to teach any single subject with his/her consent. **This authorization is valid for the school year in which it is issued. If needed, it must be renewed at the beginning of the following school year.**

(Print) Last name First Middle Employee No. Social Security No.

School: _____ Loc Code: _____

Status: Permanent Probationary

Requirements: Minimum of 12 semester units (18 quarter units) of lower division or 6 semester units (9 quarter units) of upper division coursework in the requested subject

Requested School Year: 20____ to 20____

Requested Course Code (6 digits): _____ Course Name: _____

Requested Course Code (6 digits): _____ Course Name: _____

Requested Course Code (6 digits): _____ Course Name: _____

This is a new request (*original transcripts may be required*)

This is a renewal

Teacher's Signature Date Principal's Signature Date

PLEASE FAX THIS REQUEST TO SALLY BUCHANAN AT (213) 241-8413

PLEASE DO NOT WRITE IN BOX BELOW

FOR CREDENTIALS & CONTRACTS OFFICE USE ONLY

EVALUATION

CREDENTIALS & CONTRACTS ASSISTANT: _____ DATE: _____

Denied (Reason listed below)

Ineligible Status

Unable to locate transcripts

Insufficient Units – still needs _____ units

Other: _____

Approved Subject: _____

EDUCATION CODE CLEARANCE

Subject of Authorization _____

District Code

Issuance Date

Clearance Date

Expiration Date

Cleared by: _____

Date Entered: _____