

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

**REQUEST FOR SPECIAL HIGH SCHOOL BOARD PERMIT**

This authorization allows a General Education **Permanent (CN) or Probationary (B1,B2,B3)**, who meet the requirements as outlined in Education Code 44263, 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 18 semester units (27 quarter units) of lower division or 9 semester units (13.5 quarter units) of upper division coursework in the requested subject**

Requested School Year: 20\_\_\_\_ to 20\_\_\_\_

Requested Course Code (6 digits): \_\_\_\_\_ Course Name: \_\_\_\_\_

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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: \_\_\_\_\_