

**SAN DIEGO CITY SCHOOLS**

**Date:** August 30, 2005

**To:** Middle Level and Senior High School Principals, Division and Department Heads, and San Diego Education Association (SDEA) Representatives

**Subject:** AUTHORIZATION TO TEACH IN ELECTIVE SUBJECT AREA NOT INCLUDED ON CREDENTIAL

**Department and/or Persons Concerned:** Middle Level and Senior High School Certificated Teaching Staff, SDEA Representatives

**Due Date:** June 30, 2006

**Reference:** Education Code Section 44258.7 (c) & (d)  
Administrator's Assignment Manual, Page C-7

**Action Requested:** Upon principal's approval, teaching staff recommended for teaching in an elective course, outside of his/her credential authorization, should be given the attached application for completion and returned to the Eugene Brucker Education Center, Human Resource Services Division, Room 1241.

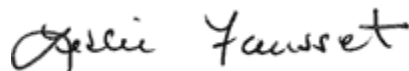
**Brief Explanation:**

In accordance with the Commission on Teacher Credentialing regulations, teachers must have the appropriate credential to teach in a classroom. The above reference permits teachers, outside of their credential area, with his or her consent, to be assigned to teach an elective course, if approved by a Committee on Assignments. This authorization will permit teachers in middle level and senior high schools to teach in a subject area (any subject area except English, mathematics, science, and social science) that does not appear on his or her current credential.

A district Committee on Assignments has been established and is comprised of an equal number of district teachers and administrators. The committee will review each application submitted and may require a presentation by the applicant to the committee prior to approval or disapproval. Assignments approved by the Committee on Assignments shall be for a maximum of one school year and may be extended by approval of the committee.

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Leslie Fausset  
Interim Superintendent

RGP: dl

Attachment

Distribution: Lists A, E, F, and S

**APPLICATION FOR APPROVAL TO TEACH A SUBJECT AREA  
NOT INCLUDED ON CURRENT CREDENTIAL  
2005-2006 SCHOOL YEAR**

RETURN TO: CREDENTIAL UNIT, HUMAN RESOURCE SERVICES DIVISION,  
ROOM 1241.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Telephone: \_\_\_\_\_ Subject Requested: \_\_\_\_\_

Percent of Assignment: \_\_\_\_\_

Current credential held with authorization: \_\_\_\_\_

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State the basis upon which you feel qualified to teach this subject area. Normally, a credential authorization is based upon the successful completion (“C” or better grades) of a specific number of units in the subject area or, upon a specific examination or, as in many vocational courses, a specific number of years of actual work experience in the subject to be taught.

**To support your request for this teaching authorization, please state your qualification clearly and concisely and use the format suggested. (You may attach additional pages, if needed.) Authorizations are not permitted by statute within English, Mathematics, Science or Social Science.**

1. College/University/Professional School Training in Subject Area:

2. Professional Work Experience in Subject Area:

3. Teaching Experience in Subject Area:

4. Other Qualifying 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.

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Principal's Endorsement

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

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date