INSTRUCTIONS FOR
SECONDARY CREDIT APPLICATION
SOUTHWESTERN UNION CONFERENCE

GENERAL INFORMATION

This report is to be submitted to the local Conference Office of Education by each junior academy. **This report must be typed.** Return pages 1-3 only.

Reports are due:

	Local Conference Office	Union Office
All Junior Academies:	April 1, 2012	April 15, 2012

INSTRUCTIONS FOR EACH SECTION ARE AS FOLLOWS

Complete the blanks by providing all the information requested. **You must read *Southwestern Union Education Code* sections 4200-4299 before working on this application. Please note that your course offerings are rather limited by *Code* and that you may not offer any courses that are considered senior academy junior or senior courses. Please use the course listing in section 4210 as the basis for your course offerings. If in doubt regarding course offerings, please consult with your superintendent of schools.**

Enrollment Statistics

Current Year - Report the number of students in attendance as of the date the report is submitted or give an estimate if application is submitted before the school year begins.

Course Offerings

Course Title - List each course to be offered to students in grade 9 or grades 9 and 10. See *Code* for options. **Please make sure that you list the appropriate course name along with the appropriate number (i.e., Religion I).**

Grade Levels - List the grade levels for each course. **Please do a credit count to assure that you are not exceeding the Code limit of seven and one-half units for any one student.**

Enrollment - List the expected or current enrollment for each course.

Number of Semesters - Indicate whether the course is one or two semesters. If it is a mini-course, indicate the number of weeks the course is to be offered.

Minutes Per Week - The number of **minutes per week** must be in agreement with *Education Code* 4424, no exceptions. **This means that you must have a minimum of 200 minutes per week for non-laboratory classes and 240 minutes for laboratory classes.**

Class Schedule

Please attach a neatly-typed class schedule for the 2012-2013 school year. Please look over the schedule to make sure that it is clear and accurate. The committee that reviews applications is affected in a most negative fashion by poorly-prepared applications, including class schedules. See sample.

Textbook Audit

List the information requested for each textbook to be used in grades 9 and 10. Books must be selected from the *North American Division Secondary Textbook List*, unless permission is granted in writing by the Southwestern Union Office of Education to use another text. Permission is ordinarily granted only on the basis of a written textbook evaluation. Please do not submit requests that give reasons such as having the books or the instructor just liking another text. Those are not valid reasons!

2012-2013 School Year

SOUTHWESTERN UNION CONFERENCE
OFFICE OF EDUCATION
APPLICATION TO TEACH SECONDARY SUBJECTS IN JUNIOR ACADEMIES

SCHOOL _____

ADDRESS _____

PRINCIPAL _____

DATE OF LAST SCHOOL EVALUATION _____

TERM OF APPROVAL GRANTED _____

➤

Type of curriculum requested: _____ 7-9 Multi-grade _____ Ninth Grade

_____ 9-10 Grade _____ 9-10 Grade Alternation

➤

APPROVED

Local School Board

_____ _____

Date Chairman or Principal

Local Office of Education or Conference Board of Education

_____ _____

Date Superintendent of Schools

Union Education Committee

_____ _____

Date Director of Education

➤

CONDITIONS

_____

_____

➤

	9TH Grade	10th Grade	Total School Enrollment
2012-2013 Enrollment:	_____	_____	_____

Give an estimate if application is submitted before the school year begins.

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Course Offerings

Specific Course Title (such as Religion I or English II)	Grade	Enrollment	Number of Semesters	Minutes Per Week	Credit	Teacher		

Total Credits for Ninth Graders: ___

Total Credits for Tenth Graders: ___

Textbook Audit

GRADE	SUBJECT	TEXT AND PUBLISHER	EDITION DATE	For Office Use

➤
COMMENTS

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Sample Class Schedule

Time	Course Title	Instructor
8:15 - 9:00	Religion I	Brown
9:00 - 10:00	Physical Science	Brown
10:00 - 10:40	Computer Applications	Klein
10:40 - 11:25	Algebra I	Klein
11:25 - 12:00	Lunch	
12:00 - 12:45	English I	Carter
12:45 - 1:30	World Geography	Brown
1:30 - 2:15	Health	Carter
2:15 - 3:00	P.E.	Klein

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