



APPLICATION TO TEACH SECONDARY SUBJECTS

Your local Conference Office of Education must approve your application before sending to the Southwestern Union Office of Education. **This report must be typed.** Return the application pages only.

Reports are due: Local Conference Office
April 15

Union Office
April 30

Complete the form and provide all information requested. **You must read the SWUC Education Code sections 4600-4699 before working on this application. Please note your course offerings are limited by Code and you may not offer courses considered senior academy junior or senior courses. Use the course listing in Code section 4604 as the basis for your course offerings. Please consult with your superintendent of schools on your course offerings.**

Enrollment Statistics: Estimate your enrollment for the coming school year.

Course Offerings: List each course to be offered to students in grade 9 or grades 9 and 10. See Code for options. List appropriate course name along with appropriate number (i.e., Religion I).

Grade Levels: List the grade levels for each course.

Credits: List credit by class. The maximum number of credits for a student is 8.

Enrollment: List the expected enrollment for each course.

Number of Semesters: Indicate if 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: See SWUC Education Code 4622. 200 minutes per week are required for non-laboratory classes and 240 minutes per week are required for laboratory classes.

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 may be granted with a written textbook evaluation.

Class Schedule: Attach a typed class schedule. See sample.

_____ **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

	<u>9TH Grade</u>	<u>10TH Grade</u>	<u>Total School Enrollment</u>
Estimated Enrollment:	_____	_____	_____

Course Offerings

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

Each student is allowed a maximum of 8 credits.

Total Credits for Ninth Graders: _____

Total Credits for Tenth Graders: _____

Textbook Audit

GRADE	SUBJECT	TEXT AND PUBLISHER	EDITION DATE	For Office Use

COMMENTS

Sample Class Schedule

<u>Time</u>	<u>Course Title</u>	<u>Instructor</u>
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