



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Adult & Career Personnel Services -- Adult & Career Salary Allocation Unit**  
**Application for Observation**  
**OBSERVATION - O FORM**  
 (Use One Form per Observation for Salary Step Advance)  
**ATTACH ORIGINAL VERIFICATION OF COMPLETION TO THIS APPLICATION**



(Please Print or Type)

USE BLACK INK ONLY

\_\_\_\_\_  
 Employee Number      Last Name      First      Middle      (\_\_\_\_\_) Home Telephone Number

\_\_\_\_\_  
 Home Address      City      Zip Code      Teaching Subjects

\_\_\_\_\_  
 School or Center      31 - \_\_\_\_\_ Location Code

**IMPORTANT: READ THE REVERSE SIDE OF THIS FORM FOR INFORMATION AND INSTRUCTIONS**

Complete the following:

Name of Teacher Observed	Employee Number of Teacher Being Observed	Lesson Observed	Date of Observation	Number of Hours Observed

**1. Verification by Credential Holder**

I certify under penalty of perjury that the above teacher attended an observation of my demonstration lesson.

\_\_\_\_\_  
 (please print) Observed Teacher's Name      Observed Teacher's Signature      Date of Observation

Pre-Approval Instructions

**2. Certification of Initial Plan and Pre-Approval Must Be Signed Prior To Observation:**

I certify that the above observation is directly related to the field in which the employee is serving and is of such nature as to provide an increase in the employee's skill, knowledge or understanding of the basic aspects of his/her work. It does not include preparation programs for fields or endeavor other than education. I certify under penalty of perjury that I have reviewed and approved the above observation.

\_\_\_\_\_  
 (please print) Principal's Name      Principal's Signature      Date of Pre-Approval

**3. Verification of Completion:**

I certify that the observation stated on this form has been satisfactorily completed. I certify that I am not requesting credit for an observation which was undertaken during regular hours of assignment, undertaken while in paid status or for which I have received tuition or compensation from the District. See item 'D' on the reverse side. The information on this form is true and accurate to the best of my knowledge under penalty of perjury.

\_\_\_\_\_  
 Signature of the Teacher      Date      Principal's Signature      Date of Verification

**FOR OFFICE USE ONLY**

Approved Hours	
Date Approved	

## GUIDELINES – OBSERVATION - O FORM

Effective with the 2003/2004 school year, an employee paid on the Teacher Hourly Rate Salary Table (THR) must be paid for 734 hours and complete 30 hours of Staff Development activities in 1 or 2 consecutive school years to be eligible for Step Advancement.

- A. Step Advancement Credit** shall be granted based on completion of 734 hours on the THR Salary Table during a school year (includes substitute hours but excludes summer school hours) together with completion of 30 hours of verifiable Staff Development activities **OR** completion of the required hours and Staff Development in one or two consecutive school years. Staff Development includes but not limited to the following activities:
1. Attendance at a Conference, Workshop or Seminar
  2. Level I Coursework (must be completed by the end of the 2<sup>nd</sup> year of employment)
  3. Level II Coursework (must be completed by the end of the 5<sup>th</sup> year of employment)
  4. Development of Course Outlines
  5. Evaluation of Educational Materials
  6. Presentation of a Demonstration Lesson for New Teachers
  7. Peer Observations (teachers on Step A may use a maximum of ten hours with approval of principal)
  8. Peer Observations (teachers on Step B may use a maximum of five hours with approval of principal)
  9. Presentation of a Workshop (worth ten hours of credit, regardless of length)
  10. Co-Presentation of a Workshop (maximum is five presenters per co-presentation; worth ten hours of credit regardless of length)
- B. Effective Date** - If the claim merits a Step Advance, the effective date of the Step Advance will be July 1 following satisfactory verification of completion. The Adult & Career Salary Allocation Unit must receive all required documents for Step Advancement credit no later than June 15 to be eligible.
- C. Protest Period** – A protest of any Step Advance credit must be filed in writing to the Adult & Career Salary Allocation Unit no later than 30 days from the date on the Step Advance receipt, notice or letter. Failure to file such a protest will constitute acceptance or lack of the Step Advance credit for the year.
- D. No Credit During Paid Time** – Step Advancement credit shall not be granted for any activities, observations or study undertaken during paid time or for those which the employee received tuition or other reimbursement from the District. **EXCEPTION:** Step Advancement credit may be granted for study undertaken during a paid holiday or during the winter/spring recess periods only. **Note: A Teacher Being Observed By Other Teachers May Receive Step Advancement Credit During Paid Time.**

### INSTRUCTIONS:

1. Complete the general information including sections #1 and #2 on the reverse side. Obtain the required principal's signature for pre-approval process in section #2 on the reverse side. Pre-approval is valid through June 30 of this school year stated on the Application for Step Advancement only.
2. Upon completion of the observation, attach the original document verifying satisfactory completion. Obtain the required principal's signature in section #3 on the reverse side of this O form.
3. Complete the Application for Step Advancement. Attach the O form and original support documents verifying the Observation along with the Application for Step Advancement. Send all forms and original documents to the Adult & Career Salary Allocation Unit for processing via school mail, U.S. mail or in person June 15 to: **Los Angeles Unified School District, Adult and Career Salary Allocation Unit, 333 South Beaudry Avenue, 18<sup>th</sup> Floor, Post Office Box 3307, Los Angeles, California 90051.**