



- ☐ **Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701  
Tel: 714-533-1495 Fax: 714-533-6040
- ☐ **Los Angeles Campus:** 2727 W. 6th St., Los Angeles, CA 90057-3139  
Tel: 213-738-0712 Fax: 213-480-1332

## CLEARANCE FORM FOR FACULTY

**FACULTY NAME:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_  
Last First Initial

**FOR QUARTER:** ☐ Fall ☐ Winter ☐ Spring ☐ Summer ; **YEAR** \_\_\_\_\_

COURSE #	COURSE TITLE	UNITS

### Instructions:

- Please indicate the Course Title and Number of Units for each teaching assignment.
- Upon complete submission of Final Grade Packet to the appropriate Program Director(s) at the end of the academic quarter, the Program Director(s) provide signature(s) for each teaching assignment to confirm complete submission of Final Grade Packet.

\_\_\_\_\_  
*Signature of faculty*

\_\_\_\_\_  
*Date*

..... Office Use Only .....

- ☐ Updated Student Syllabus If Changed
- ☐ Final Grade Report Per Course
- ☐ Official Attendance Sheet with Grades per Course
- ☐ Mid-Term Test With Answer Key Per Course - Hard & Electronic Both
- ☐ Final Test With Answer Key Per Course - Hard & Electronic Both
- ☐ One Sample of Actual Student's Work (Out-of-Class Assignment)
- ☐ All the Templates of Quizzes and Assignments

\_\_\_\_\_  
*Signature of Program Director*

\_\_\_\_\_  
*Date*