

Personnel

Pre-approval or Approval of Classified Staff Development hours/units

Submit to the District Office

The District Office will submit the request to the Classified Staff Development Committee (CSDC)

- Pre-approval is recommended to determine if class/workshop will qualify for acceptance for credit toward the educational increment increase
- This form and transcripts must be submitted before any credit can be given.

Name _____ Date _____

Site _____

Educational Institution or Workshops _____

Dates of Enrollment & Hours _____

Course Name _____

Course Number _____ Units _____ Quarter or Semester* (circle one)

*One semester unit is equivalent to fifteen hours of class work.

Class One

Class Two

Class Three

(see reverse side)

Why do you think completion of this course/workshop will make you a more effective employee?

(Attach any relevant information, brochures, etc.) _____

Meets requirements for Educational Increments

_____ Approved (CSDC)

_____ Disapproved (CSDC)

_____ Date

_____ Date

_____ Date posted

Note –District credit will not be posted for any courses or workshops/institutes for which you have been reimbursed by the District (ie tuition, mileage, lodging, and/or meals).