



Request For College Work To Apply On Advancement On Salary Schedule

I, _____, _____, would like to take the following course:
Name Position

_____, _____, _____
Course Title Dates Class Starts and Ends # of hrs.

College or University providing course: _____

I would like to request these hours be considered toward advancement on the salary schedule. YES NO

This course is a graduate level course YES NO

If not, give the purpose of securing the course. If it is a required course, please file your course program with this request. CEU's are not accepted for advancement on the salary schedule.

Please submit this form for approval to your Supervisor.

Employee (Date)

Associate Administrator/Director (Date)

Supervisor (Date)

Revised 10/19/18



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