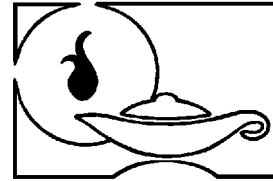


Professional Development Submission Salary Advancement Request & Submission



Name:
Date submitted:

Salary Advancement

I am requesting approval, for salary advancement purposes', to take the following upper division/graduate courses:

Name:	Course #:	Units:	Institution:	Enrollment Date:

Approval:
 Prog.Mgr: _____ Date: _____ Approve Deny*
 Dept/Asst Supt: _____ Date: _____ Approve Deny*
 * Note reason:

Directions: Return original to employee for submission of transcripts when coursework complete. Coursework may be in progress, but must be completed and transcripts submitted no later than September 1st to receive salary advancement

Professional Development

I have attached verification of my participation in the following Professional Development activities and/or Salary Advancement coursework:

	Coursework	Verification
College/University coursework	See above. All coursework approved for salary advancement will apply toward Professional Development	<input type="checkbox"/> See attached transcript from Institution of Higher Education (must be submitted to receive credit toward salary advancement)
	Specific Activity	Hours submitted
Conference		
Inservice/Workshop		
Independent Research		
Travel Study (max 2 units)		
License Recertification		
Professional projects		
Leadership in Professional Organization		

Approval of Evidence of Completion of Professional Development Activity: Total Hours _____ ÷ 8 = Units _____
 Approved: _____
 Prog.Mgr: _____ Date: _____

Forward completed form and required verification to Personnel Office.