

<b>CLASSIFIED</b> <b>Application for Professional Growth</b> <b>RESCUE UNION SCHOOL DISTRICT</b>	For Payroll Use: Year Credited: _____ Total Semester Units: _____ By: _____
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PLEASE SUBMIT THIS FORM TO THE DISTRICT OFFICE BY JUNE 30<sup>TH</sup> WITH ATTACHED VERIFICATION\* OF COMPLETION TO RECEIVE CREDIT FOR THE CURRENT YEAR. SEE NOTE BELOW FOR NEW EMPLOYEES.

<b>NAME</b>	<b>EFFECTIVE SCHOOL YEAR ENDING:</b>	
<b>JOB POSITION</b>	<b>SITE</b>	<b>EMPLOYEE ID #</b>

I am requesting approval of the following course(s) and/or workshop(s) to be submitted for Professional Growth credit as outlined in Article XXXI of the Classified Employee Contract.

(1)					For D.O. Use: Registration Only Complete
University or College:					
No of Units:	Semester: _____	Quarter: _____	CEU's: _____ Hrs/units <small>(Circle hours or units)</small>		
Course Title:			Course No:		

(2)					For D.O. Use: Registration Only Complete
University or College:					
No of Units:	Semester: _____	Quarter: _____	CEU's: _____ Hrs/units <small>(Circle hours or units)</small>		
Course Title:			Course No:		

(3)					For D.O. Use: Registration Only Complete
University or College:					
No of Units:	Semester: _____	Quarter: _____	CEU's: _____ Hrs/units <small>(Circle hours or units)</small>		
Course Title:			Course No:		

**Signatures required prior to attending class/training**

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>District Office Approval:</b>	<b>Date:</b>

**Note:** After a new employee's probationary period ends, their first payment for professional growth will be at the beginning of the next fiscal year. Transcripts verifying previously earned credits must be submitted by the end of their probationary period.

I have completed the above course(s) and have attached verification\* of successful completion.

<b>Employee Signature:</b>	<b>Date:</b>
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\*Verification: 1) Transcript/Grade Report from the school OR  
 2) Official letter of class completion from the Professor – see Article IX

**RESCUE UNION SCHOOL DISTRICT**  
**Classified Employees - Professional Growth Credit**

**Course/Workshop Approval:**

- To assure course/workshop eligibility under the Professional Growth plan, all courses workshops must be pre-approved.
- After approval by your supervisor, send the completed form to the Human Resources for district office approval.
- After district office approval, the form will be returned to the employee.

**Course/Workshop Completion:**

- After completion of the course/workshop, attach the verification of successful completion (grade report or transcript) to the approved form and send to Human Resources at the district office. Note: Employee should retain copies for their own files as transcripts and/or grade reports will not be returned to the employee.
- After verification, the documents will be given to payroll to process.

The deadline for turning in your Professional Growth Form and proof of completion is June 30<sup>th</sup> each year. Any Professional Growth turned in by that date will be added to any prior Professional Growth that you have already completed and turned in. Stipends will be paid by the end of August each year. (If you are in your six month probationary period status on June 30<sup>th</sup>, you will not be eligible to receive payment for Professional growth until the following year).