

Lemoore Elementary School District

CLASSIFIED PROFESSIONAL GROWTH APPLICATION

APPROVAL OF COURSE WORK:

TO: Marlo De Santos, Director of Human Resources

FROM: _____

DATE: _____

I plan to take the following units during the _____ School Year.

Unit Accumulation: Professional Growth units will be assigned as follows: college, junior college and approved special classes shall be credited to the rate of one (1) unit per semester hour. Credit shall be given only if a C or better (or Pass in a Pass/No Pass class) is received. Fifteen (15) hours of continuing education classes will equal one (1) unit.

The applicant must be employed by the Lemoore Union School District at the time the units are earned.

- a. District notification of units to be awarded for the following school year by **April 1st**.
- b. All certification documents must be recorded with the Personnel Department by **October 15th**.

Course No.	Course Title	Units	Date Certification Received

TOTAL _____

Employee Signature

TOTAL UNITS APPROVED FOR PAYMENT IN DECEMBER: _____

Marlo De Santos, Director of Human Resources