

Santa Maria Joint Union High School District
PROFESSIONAL GROWTH APPROVAL FORM
 Classified Staff

All classified employees within the District are eligible to participate in the professional growth program. Prior approval must be obtained from the Director of Classified Human Resources. Verification of completion of the course by submitting a grade report, transcript, or certification is required for compensation. Please refer to the professional growth program description in Article 3.6 of the CBA.

Employee Name: _____ Date: _____

Department/Site: _____

Course/Title	Dates Enrolled		Total Hours of Course
	From	To	

Educational Institution: _____

Please specify objectives of the course and its relationship to your job description, promotional position(s) within the Santa Maria Joint Union High School District, or earning a degree. Attach course description if possible.

Employee's Signature

<input type="checkbox"/> Job Related <input type="checkbox"/> Promotion Related <input type="checkbox"/> Supervisor Notified
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*To be completed by the
 Human Resources Department*

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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Director of Classified Human Resources

Date

cc: Employee File
 Supervisor
 Payroll