

RIALTO UNIFIED SCHOOL DISTRICT

Personnel Services Department

182 E. Walnut Avenue

Rialto, CA 92376

APPLICATION FOR CLASSIFIED PROFESSIONAL GROWTH CREDIT

Employee's Name

Date

Mailing Address

Social Security Number

City State Zip

Date of Hire

Position and Work Site

Date Received in Personnel Services

I hereby request approval of the following course(s) for credit toward my Professional Growth increment. I understand that is my responsibility to submit this request prior to the date the class first meets.

Section/Course Number	Start Date	Course Title and/or Description	College or School	Number of Units (quarter or semester)
<i>Example: SCI/20</i>	<i>05/04/99</i>	<i>Science I (Intro to Biology)</i>	<i>CSUSB</i>	<i>4 quarter units</i>

If a line appears through any course you have submitted, the course is not approved for Professional Growth.

Reviewer's initials

Courses not approved.

Under the terms of the current Classified contract, you may file an appeal on any course denial. The appeal must be filed within 10 days, in the Personnel Services Office. The appeal should set forth the reasons for disagreeing with the denial. It would be appropriate to review the contract language on pages 54 and 55 prior to writing your appeal.

An appeal form is enclosed for your convenience.

Reviewer's initials

Courses approved. When the approved courses are completed, it is your responsibility to submit an *official transcript* to the Personnel Services Office. "Kiosk" and/or internet printouts are not considered to be valid forms of grade reporting, for professional growth purposes. Under the terms of the current Classified contract, you will be eligible to receive each professional growth increment upon completion of 12 semester units. Please refer to pages 54 and 55 of the contract to further information pertinent to professional growth.