

YUBA COUNTY OFFICE OF EDUCATION

Rob Gregor, Superintendent

Course Approval Form

This form is to be submitted to the employee's department head for their recommendation and forwarded to the Director of Human Resources for approval/denial (see appropriate contract language). A copy will be returned to the employee.

I am requesting approval for the following course for advancement on the salary schedule or for the stipend:

Name: _____

Course: _____

School/Agency: _____

Brief Description and relevance to position:

Date Course Begins: _____ Ends: _____

Number of Units/Hours: Semester _____ Quarter _____ Hours: _____

I would like to apply these units/hours towards:

Stipend (\$50 per 15 hours) _____ or Advancement on the salary schedule _____

Employee Signature: _____ Date: _____

Recommend : Approve _____ Deny _____

Supervisor's Signature

Comments: _____

Approved: _____ Denied: _____

Comments: _____

Mary Hang, Executive Director of Human Resources