

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

MEMORANDUM

To: Classified Employee

From: Classified Professional Growth Committee

APPLICATION FOR APPROVAL

Your application for course approval is enclosed showing the determination made by the Professional Growth Committee. Please look in the upper right-hand corner for the determination for this course/degree program.

VERIFICATION OF COURSE COMPLETION

Please remember to send in the verification of course completion along with a copy of the course approval form. A grade of "C" or better is required to qualify for Professional Growth points. To verify that a course is completed, you may send in a transcript, or a grade card. Send all correspondence to Laura Garcia or Luz Gonzalez in Human Resources.

TUITION AND BOOK REIMBURSEMENT

If your course has been approved and you have applied for course/book reimbursement, please complete a "Request for Tuition and Book Reimbursement" form and attach your **original** receipts. Remember to send in the verification of course completion (a grade of "C" or better is required to qualify for reimbursement.) Request this form from Laura Garcia or Luz Gonzalez in Human Resources.

DEGREE PROGRAM INFORMATION

When applying for a degree program, please remember to also apply for each course on a "Course Approval Form" (after the degree program is approved) and attach the course description for each course.

If you have any questions regarding Classified Professional Growth, the Committee members are as follows:

Lin Aldrich	Nutrition Services/Newport Heights	949-515-6970
Amy Ching	Accounts Payable	714-424-5025
Laura Garcia	Human Resources	714-424-8935
Luz Gonzalez	Human Resources	714-424-7574
Troy Hall	Special Education	714-424-7965
Stuart Tedford	Maintenance and Operations	714-424-7529