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 Brenda Garcia 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 Brenda Garcia in Human Resources at (714) 424-8935.

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
Brenda Garcia Human Resources 714-424-8935
Pamela Saunders Fiscal Services 714-424-5026
Troy Hall Special Education 714-424-7965