



# Pajaro Valley Unified School District

## Classified Professional Growth

### INTENT FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

School/Dept \_\_\_\_\_ E-mail: \_\_\_\_\_

Daytime phone or cell \_\_\_\_\_

Current position \_\_\_\_\_ Last Four of SS# \_\_\_\_\_

Course term/workshop dates(s) \_\_\_\_\_

| Course/workshop name | Institution | Units or Hours | JR or EL* |
|----------------------|-------------|----------------|-----------|
|                      |             |                |           |
|                      |             |                |           |
|                      |             |                |           |
|                      |             |                |           |

\*Job Related or Elective

|   |   |   |
|---|---|---|
| Are the courses fifth-year teaching credential requirements or graduate level coursework? | Y | N |
| Were all fees associated with the course(s)/workshop paid by you?                         | Y | N |
| Was the course(s)/workshop taken on your own time?  | Y | N |

**Instructions:**

1. Please submit **Form** with “Back-Up.” “Back-Up” could include the following:

- Course description from catalogue
- Class/workshop flyer

(Intent form may be returned unprocessed if appropriate “Back-Up” is not submitted.)

Please contact the Human Resources Department at ext. 2145 if you have any questions.

2. Upon completion of course, submit verification, which could include any of the following:

- Copy of grade slip
- Certificate of completion
- Instructor’s signed statement of completion
- Copy of transcript

| COMMITTEE USE ONLY       |  |
|--------------------------|--|
| Approved by committee:   |  |
| Recorded on master list: |  |
| Needs verification       |  |
| Complete                 |  |
| Notice sent:             |  |