



Office of Continuing Education 2000 Clayton State Blvd. Morrow, GA 30260
Phone: 678-466-5050 Fax: 678-466-5089 www.conted.clayton.edu

Staff Development Form

REQUEST FOR AUTHORIZATION TO ATTEND CONTINUING EDUCATION CLASSES

Name: _____ Date: _____

Check one: CSU Employee Board of Regents Employee CSU Cont. Ed. Instructor

Department (if a CSU Employee): _____

Phone: _____ Email Address: _____

For the purpose of professional development, I request permission to attend the Continuing Education courses listed below:

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>DATE & TIME</u>

All full-time faculty and staff employed at least 6 months with a Board of Regents affiliated college or university may attend job related Continuing Education classes (**certain exclusions may apply**) on a space available basis, without the payment of course fee. However, the employee is responsible for the purchase of texts, material and other supplies. This request must be approved by the employee's immediate supervisor and forwarded to the Center for Continuing Education for approval and placement on the waiting list for class. **Please contact Seth Davis at 678-466-5113, one business day prior to the first class session to verify space availability and approval.** Please note that if the class is full or does not relate to job responsibilities the request will not be approved.

Employee Signature

Date

Supervisor Signature

Date

You may email this form to Seth Davis at sethdavis@clayton.edu or fax to (678) 466-5089.
Thank you!

FOR CONTINUING EDUCATION USE ONLY

Approved

Disapproved