

## Exempt/Technical and Classified Employee's Request to Instruct

The completed form must be routed through your immediate supervisor, HR, and finally Office of Instruction no later than seven (7) days prior to the publishing of the quarterly course schedule.

Name of Individual Requesting: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Course Title and Number (be specific): \_\_\_\_\_

Course Location: \_\_\_\_\_

Inclusive Date of Course: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Course: \_\_\_\_\_ To: \_\_\_\_\_

Signature of Immediate Supervisor: \_\_\_\_\_

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**Human Resources:**

Date Request Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ (please explain)

**Office of Instruction:**

Date Request Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ (please explain)

**DISTRIBUTION:**

Personal File

Supervisor

HR

Office of Instruction