**REQUEST FOR COURSE APPROVAL (Management)**

(Advance Approval is Required)

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<tr>
<th>Management Employee</th>
<th>Job Title</th>
<th>Location</th>
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I hereby request approval of the following course(s):

<table>
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<tr>
<th>Course Number</th>
<th>Date to be taken</th>
<th>Course Title or Description</th>
<th>Hours Class Meets</th>
<th>College/School</th>
<th>Units/Hours Semester Quarter</th>
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**Explanation of course(s) content:**

**Major (if any):**

**Object in taking the course(s):**

Industry Sponsored Courses, Commercial Classes, In-Service Training Programs, Adult Education Classes, and Professional Conferences:

**Name of Sponsor**

**Name of Course/Program**

**Date of Attendance**

**Total Hours of Attendance**

**Description of Course/Program**

**How will this activity help in your current position?**

**Is this activity to be completed outside of your normal 40-hour work week?** □ Yes □ No

**Employee Signature:** ____________________________ Date: ____________________________

**Supervisor Comments:** ____________________________

**Supervisor Signature:** ____________________________ Date: ____________________________

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**HUMAN RESOURCES APPROVAL:**

**Authorized Signature:** ____________________________ Date: ____________________________

Submit official grade card, transcripts, completion certificate or similar evidence to the Office of Human Resources for copying and filing in your Personnel record by June 30.

Forma\PG&D-Manager.7-08