

SAMPLE

MEMORANDUM

TO: Immediate Supervisor

FROM: Employee

DATE:

RE: Approval to Enroll in Professional Development Course(s)

I would like to enroll in the following class(es) as allowed under Professional Development policy number _____ {either enter #6120 (administrative staff) or #7121 (operational staff)} for the _____ semester.

<u>Course Number</u>	<u>Course Name</u>	<u>Section Number</u>
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Approved: Yes No

(signature of immediate supervisor)

(date of signature)

PC Beth Darden