

# Request for Exception to FESD Policy GCI

Employee: \_\_\_\_\_

Semester (Fall, Spring, Summer): \_\_\_\_\_

Academic Year: \_\_\_\_\_

**Campus:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> District Office           | <input type="checkbox"/> Sun Canyon Elementary | <input type="checkbox"/> Western Valley Child Care Center |
| <input type="checkbox"/> Fowler Elementary         | <input type="checkbox"/> SunRidge Elementary   | <input type="checkbox"/> Western Valley Elementary        |
| <input type="checkbox"/> Santa Maria Middle School | <input type="checkbox"/> Tuscano Elementary    | <input type="checkbox"/> Western Valley Middle School     |

**Exception Requested:**

I am requesting to be granted a waiver to the 6 unit maximum allowable per fall and spring semesters for the following reason:

I understand that this request must be approved by the Superintendent in order for the credits to be allowable for use towards Salary Advancement.

**I agree to the following conditions:**

- Ensure that my job performance and the planning which is required will always take priority over all other responsibilities;
- Resubmit this request to the Superintendent annually until the program is complete;
- Maintain the support of my site administrator and communicate with administrator immediately if my course load in any way interferes with the performance of the job roles.

Explanation (please state why you believe that an exception to policy should be made):

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_