TO: All Classified Staff

FROM:

DATE: April 16, 2018

RE: Classified Employee Grant

We are happy to announce the San Diego County Office of Education has been awarded another Classified Employee Teacher Recruitment Grant through the California Commission on Teacher Credentialing which provides approximately $3,000 per year to assist classified employees pursue their teaching credentials. Classified employees from districts throughout San Diego County will be selected to participate in this program.

This grant is not a stipend, the purpose is to help offset the cost of completing educational plans, participants will be reimbursed for approved expenditures after they have submitted an invoice and proof of payment. Approved expenditures may include tuition, books, testing, and other academic support services.

Grant participants not currently enrolled in a credential program will be required to take a series of online courses at Feather River College (application attached).

**If you are interested in being considered for this program, all information requested must be submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to:**

 **Name, Title of person in Human Resources**

 **Email Address and/or Mailing Address**

In order to be considered for this grant, interested applicants must meet the following requirements:

* Have completed a minimum of 60 units or have an AA degree
* Have a cumulative GPA of 2.75
* Complete the application
* Secure TWO letters of recommendation
* Complete the Personal Statement
* Provide unofficial transcripts from all colleges attended
* Complete the application to Feather River College (if not currently enrolled in a credential program)

Application materials are included with this memo. All **four or five parts, the application(s), letters of recommendation, personal statement, and unofficial transcripts must be received before the application is considered complete. Incomplete applications will not be accepted.**

All applicants will be notified on May 18th if they have been chosen as a recipient, selected as an alternate, or not selected at this time. The selected recipients and alternates will be required to attend an orientation being held in the end of May or early June.

If you have questions or concerns, please contact **Name, Title, phone number, email address of HR person.**

Attachments: Application Packet

 Feather River College Application