



Memo

To: Mark Williams, V.P. of Instruction
 From: _____
 Re: Flex Time Credit
 Date: _____

I would like to request that the following be reviewed for Flex Time Credit.

On:

I attended the:

Located at:

The institutional value this event brings is:

I am requesting for approval hours.

Please see attached some information regarding my request.

Thank you for your consideration.

Signature

Mark Williams, Vice President of Instruction

Approved _____ denied _____

Signature _____

Date _____

Instructional Support Services

Approval from VP	Copy to Instructor
Data Entry: iMARCS	
Scan (Instruction:\Personnel\Flex Recording)	