Human Resources Department

CLASSIFIED EMPLOYEE REQUEST FOR BILINGUAL/BILITERATE STIPEND

SECTION 1 – TO BE COMPLETED BY THE EMPLOYEE	
Employee Name:	Classification
Site/Department:	E-mail:
Phone Number:	
I am requesting the stipend for:	
🗌 Bilingual	Biliterate
Please describe the duties you perform requiring bilingual/biliterate abilities:	
Employee Signature	Date:

SECTION 2 – TO BE COMPLETED BY SITE/DEPARTMENT ADMINISTRATOR

] I **agree** with the employees request and recommend testing

I **disagree** with the employees request for the following reason(s):

Supervisor Signature

Date:

Date:

SECTION 3 – TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

I **agree** with the request and recommend testing

I **disagree** with the request for the following reason(s):

Assistant Superintendent of Human Resources:

Bilingual Test Passed:

Biliterate Test Passed:

Test Administered by:

Adelanto Elementary School District strives to be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

