

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Human Resource Services Division

**Classified Employee Representative for Your Site/Department**

Classified School Employees' Week Recognition  
Tuesday, May 22, 2018 at 5:30 p.m.

**This form should be submitted online. Please have the following information ready in order to submit your electronic nomination:**

1. School or Department Name
2. Name of Classified Representative
3. Email address of employee nominated
4. Job Classification of Classified Representative (note: hourly, temporary or substitute employees are not eligible for this honor).
5. Employee ID Number
6. Site Contact Name
7. Telephone Number
8. Name of Site Administrator/Manager/Supervisor

**Please notify the employee who will be representing your site of the date of the event. Information will be sent via email to each selected classified representative prior to the event as well. Every nominee will receive a certificate so all forms must be submitted by the due date so that production of the certificate can take place in a timely manner.**

**Link to: 2018 Classified Employee Site/Department Representative Form**

[https://docs.google.com/forms/d/e/1FAIpQLSeVuPhETzHm5QsOOxi7o5r\\_pn9iXjdwnoGDgxJxm4LmA0gaFw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeVuPhETzHm5QsOOxi7o5r_pn9iXjdwnoGDgxJxm4LmA0gaFw/viewform?usp=sf_link)

Please refer questions to Samuel Scaife, [sscaife@sandi.net](mailto:sscaife@sandi.net) by **Monday, March 12, 2018 by 5 p.m.**