



**Registration Authorization
For El Centro College English as a Second Language Classes**

Instructions

The employee must submit a copy of the signed Authorization to HR Training via fax at 214 670-0729 or delivered to City Hall, 6AN, Attn: Angelica Andrade. This must be submitted no later than two weeks before the class starting date.

To register for the class, the employee must present the original of this Authorization to El Centro College, no later than two weeks before the class starting date.

Instrucciones

El empleado tiene que enviar una copia de esta autorización a HR Training por fax al 214 670-0729 o a City Hall, 6AN, Attn: Angelica Andrade. Esta copia debe de enviarla a no más tardar dos semanas antes de que comience la clase.

Para registrarse, el empleado debe de presentar la original de esta autorización a el Centro College a no más tardar de dos semanas antes de que comience la clase.

The City of Dallas employee: _____
Print Last Name, First Name Telephone

Employee Number: _____ Department: _____

ECC Student Identification Number: _____

Employee's Social Security Number: _____

has been approved to register for an ESL class at El Centro College and has my authorization to bill the course fees to the City of Dallas.

Schedule Restrictions: ___ None ___ Must register in a class that does not interfere with employee's work schedule.

Authorized by:

Print Name Print Position Title

Signature Date Telephone No.

El Centro College Billing Information: Please submit the bill for this class to:
City of Dallas, Human Resources Department, Attention: Angelica Andrade
1500 Marilla Street, 6AN
Dallas, TX 75201

