

**DEPARTMENT OF NATURAL RESOURCES  
EDUCATIONAL RELEASE TIME APPLICATION FORM**

**SECTION I - APPLICATION IDENTIFICATION DATA**

<hr/> <b>Last Name</b>	<hr/> <b>First Name</b>	<hr/> <b>M.I.</b>	
<hr/> <b>Home Address</b>	<hr/> <b>City</b>	<hr/> <b>State</b>	<hr/> <b>Zip</b>
<hr/> <b>Division/Office</b>	<hr/> <b>Work Unit</b>		
<hr/> <b>Address of Work Location</b>			
<hr/> <b>Social Security Number</b>		<hr/> <b>Classification Title/Number</b>	
<b>Date of Employment with ODNR:</b>	<b>From:</b> _____	<b>To:</b> _____	
<b>Normal Working Hours:</b> _____			

**SECTION II - SCHOOL, INSTITUTION, OR TRAINING CENTER INFORMATION**

NOTE: **PLEASE ATTACH A COURSE DESCRIPTION, AS WELL AS A BRIEF DESCRIPTION OF YOUR CAREER GOALS AND EXPLAIN HOW THIS CLASS DIRECTLY APPLIES TO YOUR PRESENT POSITION.**

<hr/> <b>Name of School</b>							
<hr/> <b>Street</b>	<hr/> <b>City</b>	<hr/> <b>State</b>	<hr/> <b>Zip</b>				
<hr/> <b>Course Number and Title</b>							
<b>Request release time on:</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>SAT</b>	(Circle appropriate day or days)
<b>Class Time:</b>	_____ to _____						
	<small>Beginning Time</small>		<small>Ending Time</small>				
<b>Course Duration:</b>	_____ to _____						
	<small>Beginning Date</small>		<small>Ending Date</small>				
<b>Total Tuition Cost</b>	\$ _____						

I understand that the submission of this form does not guarantee educational release time unless approved by the Chief of the Office of Administrative Services. I also understand that in order to continue educational release time, it is my responsibility to maintain a minimum of a "C" average and submit a copy of my final grade upon the completion of this course. Further, I affirm that the answers to each and all of the questions in this application are complete and true to the best of my knowledge.

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**RETURN TO: OHIO DEPARTMENT OF NATURAL RESOURCES, ATTENTION: CHIEF, OFFICE OF ADMINISTRATIVE SERVICES, 1930 BELCHER DRIVE, BUILDING D-1, COLUMBUS, OHIO 43224**