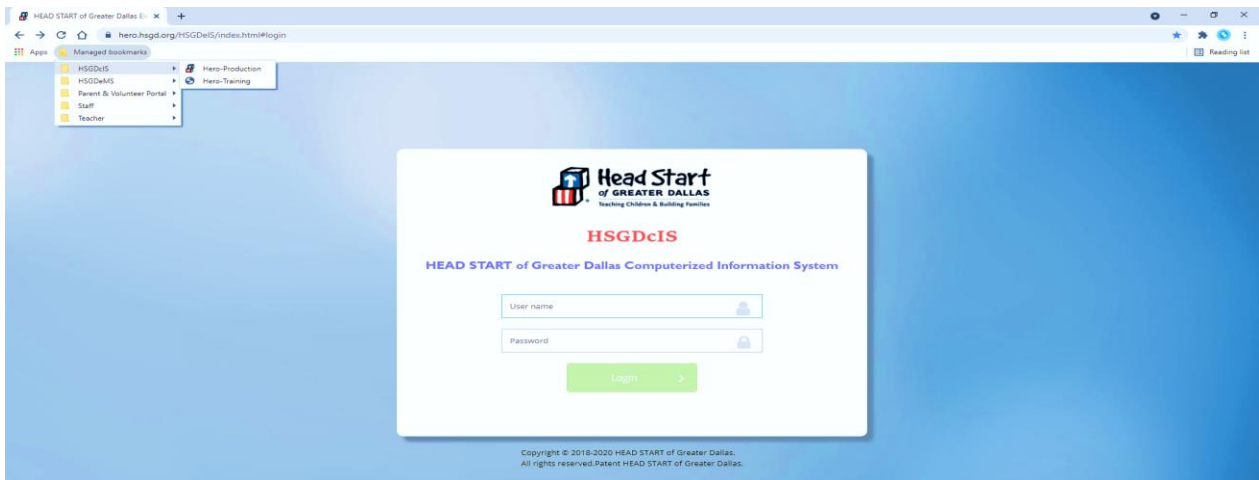

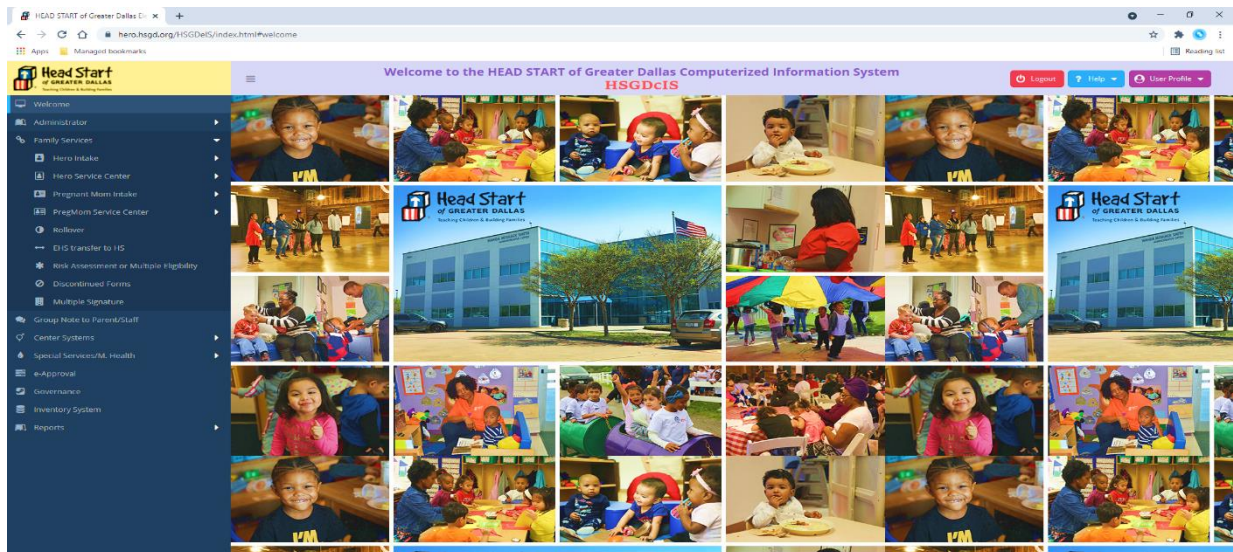


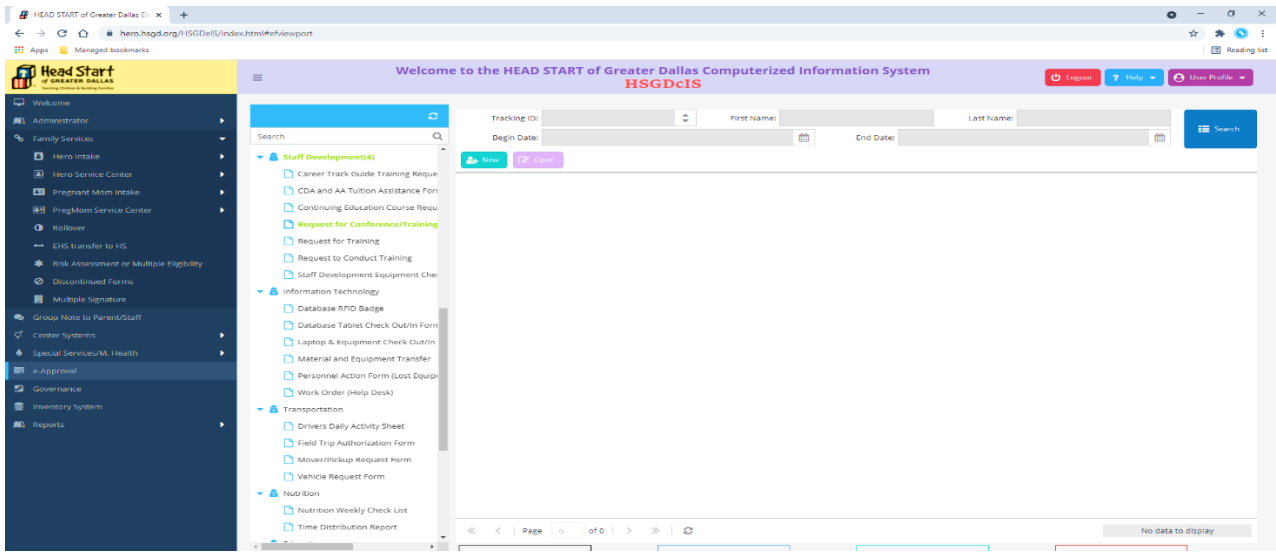
COMPLETING THE CDA & AA TUITION ASSISTANCE FORM



1. Click on Chrome internet browser icon 
2. Click Managed Bookmarks at top of screen
3. Click on HSGDeIS
4. Click on Hero-Production
5. Enter personal username and password
6. Click Login

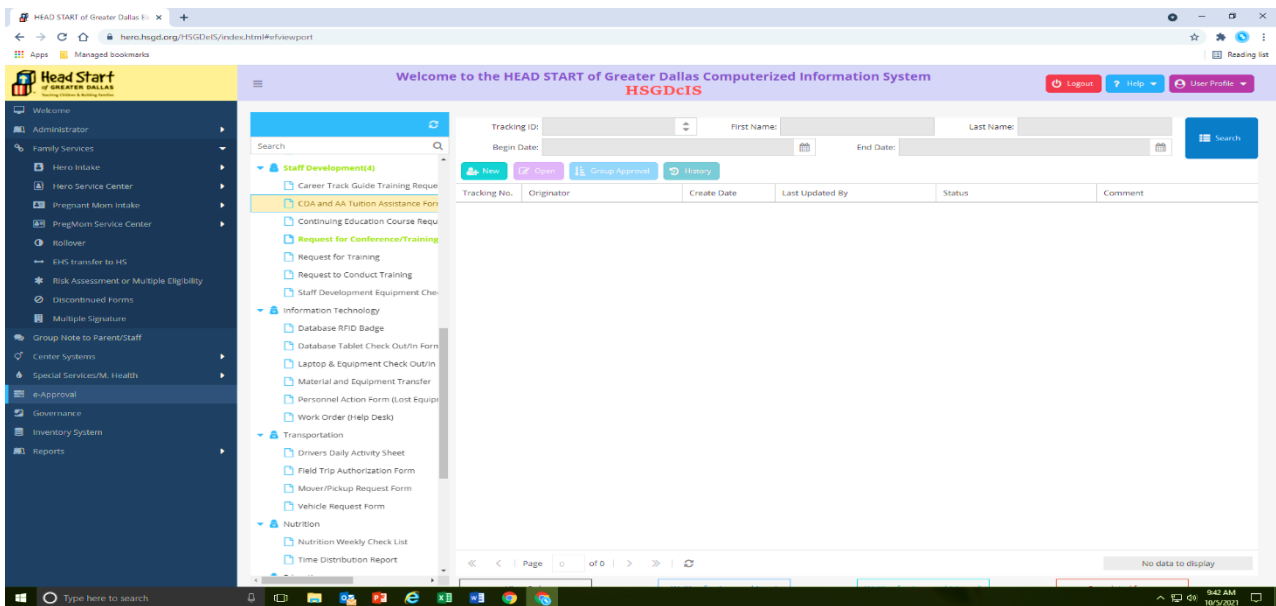


7. Click E-Approval on the navigation bar on the left side of the screen



8. Scroll down to the Staff Development section

9. Click on CDA and Tuition Assistance Form



10. Click the New button at top of screen

HEAD START of GREATER DALLAS
 Welcome to the HEAD START of Greater Dallas Computerized Information System

Add
 Center: --SELECT-- Campus: --SELECT-- Type of Course: --SELECT--

Head Start of GREATER DALLAS
 Teaching Children & Building Families

CDA & AA Tuition Assistance Form
(If you are not taking a college credit course for a CDA or Associate Degree in Child Development or Early Childhood Education or an equivalent degree, do not complete this form.)

Tracking#

Personal Information

First Name	Jacqueline	Middle Initial	D	Last Name	Robinson
SSN		Center		HSGD Staff ID#	
Job Title	Staff Development Career Res	Phone Number		Date of Hire	
Supervisor Name					

I previously applied for HSGD tuition assistance Type of program requested:

Only Teachers and Special Services Assistants are eligible for CDA Program

Purpose of this course: (examples: for CDA, AA in Child Development) CDA AA

1. Complete this section for CDA program only:
 What is your current CDA status?

Active CDA What date does it expire? _____

Expired CDA When did it expire? _____

No CDA Current Education Level _____

NOTE: If you had a CDA that expired, you will have to reapply as a NEW APPLICANT, not a renewal applicant, upon completion of the program.

Do you have an Early Childhood Education Degree (Associates, Bachelors, Masters)? _____

Print Scan / View Submit Save Close

11. Complete Personal Information section at top
12. Complete Section 1 to request CDA program enrollment and tuition assistance
13. Complete Section 2 to request tuition assistance when enrolled in an Early Childhood Education Associates Degree program
13. Click Submit at bottom of screen