



COLLEGE OF THE SEQUOIAS FLEX PROGRAM

FLEX Self-Documentation Report

NAME: (Please Print Name)			DIVISION:		
SEMESTER:	SCHOOL YEAR:	CONTACT PHONE:	<i>Use this form to report conference or individual plan activities that have received prior approval, including activities with blanket preapproval.</i>		
The specific activity I performed/completed as part of my FLEX obligation:					
This activity took: <i>(Maximum hours: 4 hrs per day unless attached agenda clearly shows additional time)</i>					
HOURS	DATE (S)		LOCATION		
Briefly describe this activity and its contribution to your professional development:					
This activity is directly related to the following categories of professional development:					
☐ Staff Improvement ☐ Student Improvement ☐ Instructional Improvement					
If this activity is Blanket Approved, please indicate to which category it applies or indicate that you received pre-approval:					
AB 705/AB 1705-related work		Keenan SafeColleges Training		Student Club Advisors	
ASCCC		LinkedIn Learning		Vision Resource Center	
Canvas Help Training Services		OERI		Other _____	
Curriculum		@One Online Network of Educators		I submitted a FLEX Proposal for this activity and received approval on: _____	
Evaluation Committee (up to 2hrs. per committee)		Program Review			
Hiring Committee (up to 5hrs. per committee)		Scholarship Reading (20min. per app.--6hrs. max.)		_____	

I certify all of the following:

- I have completed the above activity in compliance with district FLEX policies and regulations.
- I have attached appropriate documentation that supports the hours reported above.
- I understand that *failure to document my obligated FLEX hours by the published due dates will result in the docking of my pay.*

Signature: _____
 Faculty Member

Date: _____

Forward this form to the FEC inbox (fec@cos.edu) within five (5) days of completion of an activity and no later than the last day of instruction of the Spring Semester (see Master Agreement 8.1.2.3.4). For activities that occur between the end of the spring semester and June 15, the form must be submitted within 5 calendar days of the completion of the activity. No forms will be accepted after June 20.

Approved by District Superintendent/President and Academic Senate President Fall 2025