



OFFICE PROFESSIONALS INCENTIVE PROGRAM

Individual Course or Workshop

PRE-APPROVAL FORM

Salt Lake City School District supports the ongoing professional development of all SLEOPA employees. Professional development credit is available to SLEOPA employees who take classes to improve skills that support their current assignment.

This application is to request approval to take a course. Requests will be evaluated on the topic as it relates to the relationship to your **CURRENT** assignment and current or immediate department/school/district needs.

INSTRUCTIONS: Complete form and submit with all completed documentation to Professional Development Services.

- Application must be completed, submitted and approved by the supervisor, **PRIOR** to taking the course.
- Attach a description of the course and a short explanation of how it will support your **CURRENT** assignment.
- Work may be completed with district resources and on district time with pre-approval by your administrator.

Employee Name: _____ Date: _____
District ID #: _____

School/Department: _____

Job Assignment: _____

Name of Course/Workshop: _____

Date(s) of Course/Workshop: _____

Sponsoring Organization/Institution: _____

Registration Fee / Tuition for requested course: _____

Total Number of Clock Hours: _____ Registration Deadline: _____

Have you taken any classes this fiscal year? YES NO Amount for previous class(es): _____

FUNDING requirements are in addition to requirements listed above:

- All approvals are based on available funding during the fiscal year.
- SLEOPA employees can apply for up to two (2) classes per fiscal year (totaling up to \$250) for funding approval.
- Additional classes may be reimbursed based on available funding.
- Reimbursement will be made upon verification of registration, document of completion and receipt of proof of payment.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Credit Approval – Professional Development Services Use Only

Reviewed by: _____	Date: _____
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