



**PARAPROFESSIONAL
REQUEST FOR REIMBURSEMENT FOR PROFESSIONAL GROWTH**

Professional Growth

Five hundred dollars (\$500) shall be made available to each paraprofessional annually for the purpose of professional growth and the refinement of skills (i.e., courses in child development, specific management techniques, first aid, in-service training workshops, etc.). This money shall be awarded after approval by the Assistant Superintendent of Human Resources on the appropriateness of the request.

Instructions for each individual professional growth reimbursement request:

- (1) Please print your name, school, date, phone number and sign the line below
- (2) Attach schedule of classes, workshop, conference, etc., proof of payment, and final grades, if applicable.
- (3) ***Please send all documents stapled to this form at one time in one complete packet. Complete an individual packet for each program attended.**
- (4) Forward documents to the Human Resources Department

Professional Growth Reimbursement:

Professional growth reimbursement will be awarded subject to the following criteria:

- Full-time Paraprofessional
- Pre-approval by the Assistant Superintendent of Human Resources
- Payment after satisfactory completion
- \$500 limit per paraprofessional per year
- Purpose of professional growth and the refinement of skills (i.e., courses in child development, specific management techniques, first aid, in-service training workshops, etc.)
- Outside the school day
- To support the needs of the District

Name: _____ Date: _____

Home Address: _____

School: _____ Phone: _____

Employee's Signature: _____

FOR HUMAN RELATIONS DEPARTMENT USE ONLY

Recommendation: ☐ Yes ☐ No

10.5.2640.0000.2300.00.0061.664

Account Number

Business Office

Amount

Human Relations Department
Schools

Assistant Superintendent

Superintendent of