

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.

<u>Instructions for each individual professional growth reimbursement request:</u>

- (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.
- *Please send all documents stapled to this form at <u>one</u> 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

Schools

• To support the needs of the District

Name:	Date:	
Home Address:		
School:	Phone:	
Employee's Signature:		
FOR HUMAN R	ELATIONS DEPARTMENT USE C	<u>DNLY</u>
Recomme	ndation: Yes No	
10.5.2640.0000.2300.00.0061.664		
Account Number	Business Office	Amount
Human Relations Department	Assistant Superintendent	Superintendent of