WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
PROFESSIONAL GROWTH PROGRAM FOR CLASSIFIED EMPLOYEES
Authorization Form

Professional growth courses must be approved **IN ADVANCE** by immediate supervisor and the Director of Personnel in order to receive reimbursement. The District will pay up to a maximum of five hundred dollars ($500) per school year per employee or a maximum of four courses, workshops, or other activities per school year (7/1-6/30).

The courses should bear a logical, beneficial relationship to an employee's current or potential job duties and responsibilities in the District. Reimbursement shall be for tuition, fees, required materials, or other unique or substantially different from previously reimbursed professional growth activities.

Advance approval shall be for a maximum of one calendar year. If professional growth activity has not been completed in that period, the approval is automatically withdrawn by the District.

NAME_____POSITION_____

WORK SITE _____

I hereby request approval for the following course(s):

Course Number	Dates To be Taken	Course Title Or Description (or workshop or seminar)	College School Other	Units Sem./Quarter

Description of course/workshop/seminar: _____

_____

_____

Objective in taking course/workshop/seminar: _____

_____

_____

_____ _____
DATE SIGNATURE OF APPLICANT

_____ _____
SUPERVISOR SIGNATURE DIRECTOR OF PERSONNEL

RECOMMENDATION: _____APPROVED _____DENIED

An official transcript, completion certificate or similar evidence, along with proof of payment of tuition, fees, and other approved materials must be submitted at completion of course. ORIGINAL RECEIPT(S) must be attached. All verifications and request for reimbursements must be presented to Classified Personnel within sixty (60) days of completing the professional growth activity. Failure to present verifications and request for reimbursement within the timelines, nullifies the District's responsibility for reimbursements.

APPROVED FOR PAYMENT: _____ _____ _____
AMOUNT DIRECTOR OF PERSONNEL DATE

01.0-00000.0-00000-74000-5220-030000