

**STANDARD SCHOOL DISTRICT
PROFESSIONAL GROWTH INCENTIVES FOR CLASSIFIED PERSONNEL**

I, _____, HAVE READ THE DISTRICT POLICY, BP 4231, AND SUBMIT THAT THE COURSE WORK I WILL ENGAGE IN MEETS ALL REQUIREMENTS OF THE POLICY. I HEREBY REQUEST THE SUPERINTENDENT TO AUTHORIZE REIMBURSEMENT TO ME ACCORDING TO BP 4231 UPON SUCCESSFUL COMPLETION OF THE PROPOSED COURSE OF STUDY.

COURSE TITLE _____ COURSE NUMBER _____

DATE OF COURSE _____ EDUCATIONAL AGENCY _____

COMMENTS _____

SIGNATURE _____ DATE _____

WHITE: PERSONNEL FILE

YELLOW: BUSINESS SERVICES

PINK: EMPLOYEE

SUPERVISOR _____	DATE _____	APPROVED _____	NOT APPROVED _____
SUPERINTENDENT _____	DATE _____	APPROVED _____	NOT APPROVED _____

(03/09)

**STANDARD SCHOOL DISTRICT
PROFESSIONAL GROWTH INCENTIVES FOR CLASSIFIED PERSONNEL**

I, _____, HAVE READ THE DISTRICT POLICY, BP 4231, AND SUBMIT THAT THE COURSE WORK I WILL ENGAGE IN MEETS ALL REQUIREMENTS OF THE POLICY. I HEREBY REQUEST THE SUPERINTENDENT TO AUTHORIZE REIMBURSEMENT TO ME ACCORDING TO BP 4231 UPON SUCCESSFUL COMPLETION OF THE PROPOSED COURSE OF STUDY.

COURSE TITLE _____ COURSE NUMBER _____

DATE OF COURSE _____ EDUCATIONAL AGENCY _____

COMMENTS _____

SIGNATURE _____ DATE _____

WHITE: PERSONNEL FILE

YELLOW: BUSINESS SERVICES

PINK: EMPLOYEE

SUPERVISOR _____	DATE _____	APPROVED _____	NOT APPROVED _____
SUPERINTENDENT _____	DATE _____	APPROVED _____	NOT APPROVED _____

(03/09)