

Granite Falls School District  
**Classified Staff Workshop/Training Pre-Approval Form**

Name \_\_\_\_\_ School \_\_\_\_\_ Current Assignment \_\_\_\_\_

Directions: Use only one form per class. Fill in the requested information below and in the "Description of Applicability" explain how the class pertains to your assignment. Submit this form to your building administrator for approval. Incomplete forms will be returned to sender.

Institution/ Agency	Course #	Course Title	Date(s) of Class	Location of Training	# of Eligibility Criteria	Registration Fee** (See note below)

\*\*The registration fee will not cover the purchase of clock hours or college credits. The fee may be used to audit a class, workshop, or training.

Other Fees/Expenses: Itemize expenses. (food, lodging, mileage, supplies, etc.) Use the back of the form, if necessary.

Description	Fee

Description of Applicability: (How does this course meet the criteria you have chosen? Attach course description and completed registration form)

\_\_\_\_\_

\_\_\_\_\_

Choose Method of Payment:

I will pay all fees and submit an Expense Claim Form and receipts for reimbursement.  Yes  No

I would like a district purchase order. Attached is a completed a Material Request Form.  Yes  No  
 (These will be processed at the district office. Submit a minimum of 15 working days before the training.)  
 (Please note that some expenses may need to be submitted for reimbursement after the training.)

I certify this is true and correct to the best of my knowledge.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Approved:  Yes  No

PSE President \_\_\_\_\_ Date \_\_\_\_\_ Approved:  Yes  No

Eligibility Criteria:

1. Is consistent with a school-based plan for improving student learning for the school in which the individual is assigned.
2. Pertains to individual's current assignment or expected assignment for the following school year.
3. Is necessary for professional growth in field and/or to maintain certification.
4. Is specifically required for obtaining advanced levels of certification.

APPENDIX D

Description	Fee
Description	Fee
Description	Fee
Description	Fee
Description	Fee
Description	Fee
Expense Total:	