

NORWALK - LAMIRADA UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEES
PROFESSIONAL GROWTH PROGRAM APPLICATION

Name: _____ Job Classification: _____
Division/Department: _____ Ext: _____
Home Address: _____ Telephone: _____
_____ E-mail: _____

Did your most recent performance evaluation show that your work meets District standards? Please mark the appropriate box. Yes No If no, please explain on the reserve side.

PROFESSIONAL GROWTH AWARDS ARE GIVEN FOR THE FOLLOWING REASONS. PLEASE MARK THE REASON (S) THAT APPLY TO YOU WITH _.

- To obtain training in another classified area in which the District offers employment.
- To improve communication skills.
- To improve literacy.
- To improve skills in current field.
- To improve interpersonal skills.
- To earn credits toward a degree. Type of Degree? _____
- Job Renewal.
- Other (Please specify) _____

Title of Class or Activity? _____
Beginning date of class or activity? _____ Ending Date? _____
Time? _____ Location? _____
Brief description of class or activity _____

How will this class or activity help you and/or the District? _____

AUTHORIZED EXPENSES REQUESTED

| <u>COURSES</u> | | <u>CONFERENCE, WORKSHOP, SEMINARS, ETC.</u> | |
|------------------------|----------|---|----------|
| Tuition | \$ _____ | Registration Fees | \$ _____ |
| Textbooks | \$ _____ | | |
| Lab/Health Fees | \$ _____ | | |
| | | | |
| TOTAL AMOUNT REQUESTED | \$ _____ | | |

*****REMINDER: CSEA DOES NOT REIMBURSE FOR SUPPLY ITEMS OR TEST FEES!**

I certify that this is an accurate estimate of expenses. If this request is approved, I agree to submit all **original** receipts and verification of grades for reimbursement upon completion of the approved activity. Actual expenses, if more than estimated, will not be paid.

***ALL APPLICATIONS MUST BE SUBMITTED WITH A COPY OF THE CLASS SCHEDULE (WHICH INCLUDES THE START DATE OF CLASS) 10 WORKING DAYS PRIOR TO CLASSES BEGINNING. THERE WILL BE NO EXCEPTIONS!**

Employee's Signature

Date Signed

SUBMIT COMPLETED FORMS TO LINDA MORENO IN THE BUSINESS OFFICE