

PO # \_\_\_\_\_

FISCAL YR \_\_\_\_\_

# PRE-APPROVAL REQUEST FOR ADMINISTRATOR/CONFIDENTIAL PROFESSIONAL DEVELOPMENT FUND

Employee \_\_\_\_\_

Date \_\_\_\_\_

### COURSE SUMMARY MUST BE ATTACHED FOR APPROVAL

- College or university course for upper division or graduate credit.

\_\_\_\_\_  
Name of School

- District sponsored program/workshop.

Other (explain) \_\_\_\_\_

Course/Workshop Title \_\_\_\_\_

COURSE # \_\_\_\_\_

SEMESTER HRS \_\_\_\_\_

(or) # OF QTR HRS \_\_\_\_\_

COST OF TUITION ONLY \_\_\_\_\_

WORKSHOP COST \_\_\_\_\_

Projected course completion date \_\_\_\_\_  
TERM YEAR

_____ Superintendent	_____ Approved	_____ Denied	_____ Date
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**THIS FUND DOES NOT COVER AUDITED CLASSES AND IS AVAILABLE FOR ONLY TUITION & REGISTRATION REIMBURSEMENT.**

PLEASE BE SURE THE FOLLOWING ITEMS ARE COMPLETED BEFORE TURNING IN FOR REIMBURSEMENT. (Any missing paperwork will delay payment processing.)

<b>CHECK LIST FOR YOUR USE</b>	<input type="checkbox"/> COURSE # FILLED IN <input type="checkbox"/> COURSE TITLE FILLED IN
	<b>PAPERWORK MUST BE ATTACHED TO RECEIVE REIMBURSEMENT</b>
	<input type="checkbox"/> PROOF OF PAYMENT ATTACHED <input type="checkbox"/> PROOF OF COST OF COURSE/WORKSHOP ATTACHED <input type="checkbox"/> GRADE REC'D OR NOTICE OF PARTICIPATION ATTACHED
	FISCAL NOTES ONLY

**SEE PAYMENT EXCEPTIONS #6 AND #7 ON REVERSE.**

# PROFESSIONAL DEVELOPMENT FUND

## GENERAL INFORMATION ADMINISTRATION & CONFIDENTIAL EMPLOYEES

South Coast ESD maintains a Professional Development Fund for both Administration & Confidential employees.

### PROCEDURES

1. Applicant must complete a pre-Approval application form before April 1 for each individual course or workshop they are taking. (Forms are available in the Business Office). After the Pre-Approvals are granted by the Superintendent, they will then be sent to the Business Office.
2. The applicant needs to attach a copy of the course/workshop announcement/literature that indicates what educational facility or agency is offering the course/workshop and what the tuition/fee will be. Reimbursement is for credit hours or cost of workshop registration only. Textbooks and other fees may not be included.
3. Applicant will submit a grade slip, unofficial transcript, or certificate of participation to the Fiscal Office as soon as possible after completion of the course/workshop. It is the responsibility of the applicant to acquire necessary verification. Grades/transcripts will be forwarded from the Fiscal Department to the Superintendent's office for placement in applicant's personnel file.
4. Applicants can request reimbursements, as long as money is available and they have not exceeded their contracted allotted amount.
5. When a class starts in one fiscal year and ends in another year, it will be paid out of the next fiscal year. A late request for reimbursement for a class/workshop that begins between June 1 and June 30 will be considered as the first request for the next fiscal year.