Jordan School District  
Patrice A. Johnson, Ed.D., Superintendent of Schools

Classified Professional Improvement Committee Request (CPIC)

Today's Date __________________________

Name: ____________________________________________

School/Department: _________________________________  Job Title: ____________________________

Email: ____________________________________________  Wk Ph #: ____________________________  Hm Ph#:

1) Course: ________________________________________________  **Cost: __________________

Event #

***Date(s): ____________________________  Time: ____________________________  Location: ____________________________

How this course will help me in my current job: __________________________________________

[]  *I am submitting a new course to be approved by the Classified Professional Improvement Committee (CPIC).

  Attached is a copy of the course information/brochure.

[]  **I am requesting payment for this course from classified professional development funds.

[]  ***I am requesting a Classified Professional Development Day (CPDD), as the course is offered during contract time

                   (full-time employees only).

Office use only:

CPIC Approved:  YES  NO

CPIC Funds Approved:  YES  NO

CPDD Approved:  YES  NO

Applicant Signature

Principal / Dept. Supervisor Signature

CPIC Administrator / Designee Signature

If denied, please explain ____________________________________________________________________________

✓  * To submit a NEW class for approval, forms must be submitted by the 25th of the month to the Staff Development Dept., for

approval by the Classified Professional Improvement Committee (CPIC)

✓  **A course must have prior approval of CPIC to qualify for use of professional development funds. Please understand

    that if you register for a course that is paid for by CPIC funds, and you do not attend, you will be required to

    reimburse Jordan School District Staff Development for all registration fees.

✓  ***If a course is offered during contract time, you must request a Classified Professional Development Day (CPDD), with

    your immediate supervisor's approval.

Request for funds should be submitted 10 working days before beginning date of class.

Return this form with attached information to:  

Classified Professional Development  
Jordan School District  
7387 South Campus View Drive  
West Jordan UT 84084

Questions? Please call 567-8334, Lucy Bateman