



Jordan School District

Educational Support (ESP's) Professional Development Request
AA421B

Office Use Only

Approved: _____

Funds: _____

Today's Date: _____

Name: _____

School / Department: _____ Job Title: _____

Email: _____ Wk Ph#: _____

Course: _____ Cost: _____

Event #: _____ Date(s): _____ Time: _____

Location: _____

How will this course be helpful to you in our current job? _____

Please Note: Full-time contracted employees will need to use leave time, a no pay day, or consult with their direct supervisor for approval if the course is offered during regular contract time.

Part-time employees will need to consult with their direct supervisor for approval if the course is offered during regular contract time.

Applicant Signature

Principal / Dept. Supervisor Signature

ESPPIC Administrator / Designee Signature

- ✓ Please submit the approval form no less than two (2) weeks before the date the course begins.
A course **must have prior approval** to qualify for use of classified professional development funds.
- ✓ If you register for a course that is paid by district funds and you do not attend, you will be required to reimburse Jordan School District Classified Professional Development for all registration fees.
- ✓ Applications must be submitted by 25th of month for the next month's approval meeting.
- ✓ Return this form with course brochure / information to:

ESP Professional Development
Jordan Learning Center
Jordan Credit Center
3706 W 9800 S
South Jordan, UT 84009

Questions? Please call Chris Westra, 801-567-8657 or email at christine.westra@jordandistrict.org