



## IN-SERVICE AND PRO-D FUNDING APPLICATION FOR PRE-APPROVAL



<input type="checkbox"/> <b>IN-SERVICE FUND</b> <ul style="list-style-type: none"> <li>Directly related to current position</li> <li>100% reimbursement</li> </ul>	<input type="checkbox"/> <b>PROFESSIONAL DEVELOPMENT FUND</b> <ul style="list-style-type: none"> <li>Enhance skills and/or prepare for future District postings</li> <li>Paid time off not provided</li> <li>80% reimbursement</li> </ul>
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### 1. About You:

Name:		Emp #	
Current Position:			
Work Location:		Seniority Date:	

### 2. About the Course You Wish to Take:

Course Name: <small>(Please attach a course outline)</small>			
Provider:			
Location Being Held:			
Is Course Available Locally?			
Course Date(s):		Course Cost:	
Reason for Taking Course: <small>(attach separate page if required)</small>			
Is this course part of a Certificate/Diploma/Degree Program? If yes, which one?			

### 3. Time off Requirements (if any) Management understands that member may be away with no relief coverage for this absence

Will time off work be required?			
If yes, dates and times:		Is Relief Required?	
Principal/Supervisor's Name:		Date:	
Principal/Supervisor's Signature:			

Applicant Signature:		Date:
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