

Canton Public Schools
REQUEST FOR REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT
EDUCATIONAL SUPPORT PERSONNEL (ESP) ASSOCIATION, UNIT E

Canton Public School employees may request reimbursement for professional development according to the terms of their contracts. Unit E personnel are entitled to up to \$500 per year for conferences, workshops, courses, or seminars per contract language below. Funds can be approved for these opportunities *only* during the school year in which they occur and must be approved by the Director of Student Services (see Unit E Procedures and Guidelines).

The Committee will provide up to \$500 per year for each employee to an aggregate cap for the entire bargaining unit of \$5000 per year to be used for courses, conferences, workshops, or seminars that have been approved by the Director of Student Services. The employee shall furnish the Committee with proof of completion.

For reimbursement, this form must be completed fully and submitted to the Director of Student Services for signature. No reimbursements can be made without a cancelled check or credit card statement attached as proof of payment. Proof of completion may include a grade report, transcript, or certificate of attendance.

Approved by Director of Student Services _____
Signature _____
Date: _____

Name _____ Date _____ School _____ Position _____

Name of Conference or Workshop _____

Date of Conference _____ Sponsored by _____ Cost _____

Brief Description of the Professional Development Opportunity (attach copy of brochure or flyer):

List previous conferences, etc., for which you have received reimbursement this year:

Name of Program	Date Attended	Amount of Award
_____	_____	_____

Applicant Check List:

- I have filled out all required information on this application and submitted it to the Director of Student Services.
- I have attached a copy of the brochure or flyer.
- I have attached a copy of a cancelled check (both front and back) or credit card statement as proof of payment.
- I have attached a grade report, transcript, or certificate of attendance as proof of completion.
- I have made a copy of this form and all documentation for my records.

ACTION TAKEN BY ASSISTANT SUPERINTENDENT

This application was approved for \$ _____
Signature _____ Date _____
Assistant Superintendent