

**Egg Harbor Township School District**  
**Office of the Director of Human Resources**  
**Phone: 609-646-7911 ext. 1022 / Fax 609-601-2794**

**Secretary/Paraprofessional/Clerk**  
**COURSE APPROVAL FORM – 2017-2018**

Secretaries/paraprofessionals/clerks are encouraged to take courses that enhance their skills for their current position. All courses must receive prior approval before the course begins from the Superintendent or his designee. All courses taken must be work related.

Staff Member's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Present Assignment and School: \_\_\_\_\_

Accredited Institute Providing the Course: \_\_\_\_\_

**Physical evidence of cost and dates the course is to be taken. All courses must be approved, in writing, before registration.**

Name and Catalogue Number of Education Course(s):	Date and Time of the Course:

**Briefly explain how this course is designed to improve your knowledge and /or skills as it relates to your current assigned duties.**

\_\_\_\_\_

\_\_\_\_\_

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**Office Use Only: PLEASE DO NOT WRITE BELOW THIS LINE:**

Amount per Course			Total
			\$
			Amount Approved

Vendor Code #: \_\_\_\_\_ Ref #/ Acct #: 11-000-291-280-89-10 PO# \_\_\_\_\_

\_\_\_\_\_  
 Director of Human Resource's Approval

\_\_\_\_\_  
 Date: