

## Everett Public Schools

### Paraeducator "Out-of-District" Professional Development Class Pre-Approval Form (Level 2 and 3)

**Complete form for *each* class. Important: This paperwork must be completed and approved at least two weeks prior to class start date.**

#### Required Information

Your Name:		ID#:	
Job Title:		Work Location:	
Class Title:		Class Location:	
Class Date(s):		Instructor(s) Name:	
Length of Class:			

Short description of class (attach any supporting documents):

How does it relate to your position?

Submit to: Janea Carrell, Human Resources

Questions: 425-385-4121

*Authorization:*

\_\_\_\_\_  
*Human Resources Analyst*

\_\_\_\_\_  
*Date*

☐ *Approved*  
☐ *Denied*

Cc: Employee  
Personnel File