

**PRE-PLANNING APPLICATION
PROFESSIONAL GROWTH**

**PALO ALTO UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCE CENTER**

Name _____ Date _____

Position Title _____ School/Department _____

Briefly describe how the planned activities will improve your skills and abilities resulting in benefit to the operation of the School District:

Education / Workshop / Conference / Other				Adult Education Or Workshop Hours			University Or College Units	
Institution Or Organization	Course Description / Title	Date Of 1st Class MM/DD/YY	Time Class Meets HH: am/pm	Number Of Sessions	Hours Per Session	Total Hours	Qtr	Sem

Exercise				Adult Education Or Workshop Hours			University Or College Units	
Institution Or Organization	Course Description / Title	Date Of 1st Class MM/DD/YY	Time Class Meets HH: am/pm	Number Of Sessions	Hours Per Session	Total Hours	Qtr	Sem

School Site Council Or District Level Committee			Committee Meetings Use Committee Time Card Initial By Chairperson At Each Meeting			
Title Of Committee (If Site Council Include School Name)	Date Of 1st Mtg MM/DD/YY	Time Of Meetings HH: am/pm	Number Of Sessions	Hours Per Session	Total Hours	

- To receive credit for a Professional Growth Activity, a pre-planning application signed by your supervisor must be received by HR within 30 days of the 1st class, workshop or meeting.
- Within 12 months of completion, you must submit an official transcript for college or university courses or verification of attendance and hours for district or adult education courses.
- **Credit can not be granted for activities during your usual work hours. For the planned activities have you received any salary, funds or stipends from the District or other agencies? _____**

*Signature of Principal or Supervisor

Signature of Applicant

*Approval of the Principal or Supervisor is required. Signature indicates approval.

For Classified Human Resources Use
Approved Disapproved

Coordinator, Classified Human Resource Center

Date

Submit two copies to Classified Human Resources Office. One copy will be returned to you after processing.