Jordan School District
Anthony Godfrey, Ed.D., Superintendent of Schools

Classified Professional Development Request

Today’s Date: ______________________

Name: ____________________________________________________________

School / Department: _____________________________________________ Job Title: ________________________________

Email: ___________________________________________________________ Wk Ph#: __________________ Hm Ph# __________

Course: __________________________________________________________________________ Cost: __________

Event #: __________________ Date(s): __________________________ Time: __________________

Location: __________________________________________________________________________

How will this course be helpful to you in our current job? ____________________________________________

[ ] I am requesting payment for this course from classified professional development funds (not to exceed $300).

[ ] * I am requesting a Classified Professional Development Day (CPDD), as this course is offered during regular contract time (full-time employees only).

Office Use Only:
CPIC Approved: YES NO
CPIC Funds Approved: YES NO
CPDD Approved: YES NO

Applicant Signature

Principal / Dept. Supervisor Signature

CPIC Administrator / Designee Signature

Please submit the approval form no less than two (2) weeks before the date the course begins.

A course must have prior approval to qualify for use of classified professional development funds.

If you register for a course that is paid by district funds and you do not attend, you will be required to reimburse Jordan School District Classified Professional Development for all registration fees.

* If a course is taken during the regular contract day, you must request a Classified Professional Development Day, with your immediate supervisor’s approval.

Return this form with course brochure / information to: Classified Professional Development Teaching and Learning Dept. Jordan School District 7387 South Campus View Drive West Jordan UT 84084


7-1-19