

INDIAN PRAIRIE DISTRICT 204
Recommendation for Teacher Assistant to receive approval
To take Staff Development Class

I am recommending that the following teacher assistant _____
(print name)
be given approval to take a staff development class: _____
(name of class)
offered on _____ by _____
(date) (instructor)
at _____. If approved, I understand that the TA will be reimbursed at the rate of
(location)
their hourly pay. **(NOTE: You must receive approval prior to the date that the class is offered, approval may not be given retroactively.)**

- ____ The TA is a new teacher assistant and this class is part of the required 6 hours
- ____ The TA is a new teacher assistant and has completed the required 6 hours
- ____ The TA has been a teacher assistant in District 204 for one or more years

(Teacher Assistant signature)	(Date)	Class recommended by:	
(School)		(Supervisor)	(Date)
		(Administrator)	(Date)

SUPERVISOR OR ADMINISTRATOR MUST COMPLETE THIS PORTION BEFORE SUBMITTING:

Please indicate below why this class is being recommended (Example: Class: Autism, Reasoning: This teacher assistant has been assigned to work with a child with autism and needs additional training.)

FOLLOWING PORTION IS TO BE COMPLETED BY THE STUDENT SERVICES DEPARTMENT:

Date Received: _____ Approved: Yes No
Reason for non-approval:

Kathleen Kosteck
Director – Integrated Services

DIRECTIONS FOR TEACHING ASSISTANTS AND SECRETARIES

1. TA is required to register online for the Staff Development class at <http://sd2.ipdsd.org>. TA is also required to send a **completed** copy of this “Recommendation for Approval” form to Kathleen Kosteck at the CEC for Student Services approval and signature. This must be done before session takes place.
2. A photocopy will then be returned to TA.
3. After class attendance is verified (within 48 hours of session) TA is required to log in again to the Staff Development website at <http://sd2.ipdsd.org>, fill out an Evaluation and print a copy of the Evidence of Completion and attach it to this form. **TA should submit these forms to the building secretary within 1 week of the of the Staff Development class.** Building secretary will Kronos in TA’s time.