Sequim School District 323
Para Educator
Educational Incentive (EI) hour form and Pre-Authorization for Classes (back side)

Name: _____   School:_____

Month: _____

For in-person instructor led or online classes: Complete class form on back side

Date	Hrs	Detailed Work Description REQUIRED	Date	Hrs	Detailed Work Description REQUIRED
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		
			31		

TOTAL HRS_____

Building Admin
Signature_____

Program Admin
Signature_____

Employee Signature_____

> **Turn into building Secretary by last day of month. Building Admin please sign and forward to program Administrator indicated below:**
> Sped 21 & 24 - Langston, Shelley
> Title 51/LAP 55 - Hudson Donna
> Basic 01 - Building Administrator

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Business Office Use Only

Month	Hours	Rate	Total	Account Code
_____	_____	_____	_____	_____

Revised 8/2023

Back side:

For each in-person class complete the following:

Class Title: _____

Instructor Print: _____

Instructor Signature: _____

Class Date: _____

Location/Date/Time: _____

FOR ONLINE CLASSES/TRAINING attach a screenshot or copy of the registration or grade sheet/completion details

- Include hours for these items on the opposite side of form.

PURPOSE: THE EDUCATION INCENTIVE PROGRAM SUPPORTS YOUR PROFESSIONAL AND PERSONAL GROWTH RELATED TO YOUR WORK.

Employees required to have certification to maintain employment will be paid by the district at the rate of pay for attending classes, plus fees, tuition, and mileage if the district vehicle is not available.

45 hours combined (cannot put you into overtime)

- Can continue to use as education incentive
- Can also use as collaboration to include –
  - Meeting with assigned cert instructor to assist in student learning or discuss job responsibilities
  - Attending IEP, staff, para team meetings if attendance is required
  - Practicing and learning educational materials
  - Attending building technology training
  - Completing required online safety courses
  - Filling out incident reports and debriefing with cert staff and administration
  - Reporting student data
- Any class which your administrator pre-approves as relevant to your job is acceptable.
- Classes that are taken during work hours for which you are already compensated cannot be taken for E.I. hours. You will be reimbursed for forty-five hours per year at your regular pay rate. The cutoff date is August 31st.

NOTE: One quarter college credit is equal to ten (10) E.I. hours.

Revised 8/2023