**Paraprofessional Trainings**

Tracking Form

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| Date | Training | Hours | Sup. Approval |
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* All trainings must be pre-approved by supervisor
* A total of 20 hours must be accumulated outside of your regular work schedule unless pre-approved by supervisor
* Hours can carry over from May/June of the school year into next school year with supervisor approval
* All hours must be completed prior to June 30 of the respective school year
* Hours & certificates of completion for trainings must be given to Special Education Secretary throughout the school year