|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Number**: |  | **Course Provider:** |  |
| Agency Name: |  | Course Location: |  |
| Course Begin Date: |  | Course End Date: |  |
| Name of Course: |  | | |
| **As a reminder, requests for training not involving grant funds do not need prior approval. Any certificates received from training classes should be submitted. It is the responsibility of the awardee and not the SRO Program to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.** | | | |

### Names of state-funded school resource officers Attending

|  |  |  |  |
| --- | --- | --- | --- |
| **SRO Name** | **Assigned School** | **SRO Name** | **Assigned School** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Project Director** |  | **Date** |

\*Note: This form must be accompanied by an attached agenda or course description that includes the cost of registration or any other fees, from the Course Provider, in order to be processed.

|  |  |
| --- | --- |
| **FOR STATE USE ONLY** | |
| **Request Status:  Approved  Denied**   |  | | --- | |  | | **Program Coordinator** | | |  | | --- | |  | | **Date** | |

Instructions on How to Fill Out Training Request Form:

1. Attendees must be State-Funded SROs
2. All fields must be filled out within the request form
3. Please email your program coordinator the signed request **BEFORE** the training for approval along with the course agenda and/or description that includes the cost of registration or any other fees.

PLEASE NOTE:

* Requests for training not involving grant funds do not need prior approval.
* Any certificates received from training classes should be submitted to [SROProgram@scdps.gov](mailto:SROProgram@scdps.gov)
* It is the responsibility of the awardee and not the SRO Program to ensure that there are adequate funds budgeted in the grant to attend the training event.
* This approval is for programmatic purposes only.