

If your letterhead uses more than a 2.75" top margin or uses a larger side or bottom margin than the PDF documents allow, or if you simply prefer an editable format, you may use this version of the form and make adjustments as necessary.

Proceed to the form on page 2.

(The following information must be presented to Ivy Tech on local judicial letterhead.)

I authorize the enrollment of the following participant, who is a government employee and reports to me, in the WorkPlace Spanish® Training for the Indiana Judicial System online self-study course, which is offered by the Office of Judicial Administration in partnership with Ivy Tech Community College. The enrollment fee for this course will be paid by the Indiana Office of Judicial Administration after receiving a proper invoice from Ivy Tech.

Name of Enrolled Student: _____

Title/Position*: _____

County: _____

Course Date/s: _____

Authorized by:

Judge (printed name)

Judge (signature)

Date: _____

(* If enrolled student's position is with the Clerk's or Sheriff's office, please include the authorization information below in addition to the Judge's authorization.)

The enrolled student is an employee of the Clerk's or Sheriff's Office who is assigned to work directly with a court or courts.

Clerk/Sheriff (printed name)

Clerk/Sheriff (signature)

Date: _____