

**PROFESSIONAL DEVELOPMENT
COURSE PRE-APPROVAL**

Pre-Approval is required for payment.

Please note it is no longer an option to pay for the course yourself and receive reimbursement.

Registration form must accompany this request; however, you are responsible for registering yourself. Include a course description that includes dates of course, number of credits awarded and cost of tuition and fees. Please do not submit entire syllabus.

Building administrator must approve prior to submittal to central office.

Please refer to section 12 of the master agreement for information and guidance.

Name School Date

Course Number and Name: _____

Dates of course: _____ Number of Credits: _____

Cost of course: Tuition \$ _____ Fees \$ _____ Total \$ _____

Cost of book(s) if any is the student's responsibility.

Name and address of institution offering course:

Name and address of where to send payment for course (if different):

If approved, I understand that I must submit to the Superintendent of Schools a grade report or transcript within two weeks of receipt from the college or university. If credits will cause horizontal movement, **official transcript** is required.

Employee Signature

Date

Approval: Administrator Directed

Building Administrator

Date

Central Office Administrator

Date

Superintendent of Schools

Date

Funding Source: _____