

# 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: \_\_\_\_\_