

Preapproval for Professional Development Credit from Graduate Course

Directions:

- Submit the pre approval form to CAO: Pam Wilson when you ENROLL to take the course. Do not attach anything to this form. It will be returned to you when approved. Do this BEFORE you take the course NOT after completing the course.
- Complete the course.
- Attach a copy of the syllabus or a copy of the grade report (does not require transcript).
- Submit the form with the evidence to your building administrator. (Do not send to CAO: Wilson)
- Building administrator will issue the documentation of college course for PD credit 3 college=15 PD
- Teacher enters the Shoebox. Teacher retains form and documentation.

Name _____ School _____

University _____ Number of College Credit Hours _____

Course No. and Title: _____

Semester or Session: Spring YEAR:

Course must be completed during the PD year (June 1-May 31) to count for school year PD
(ex: Summer I:2021, Summer II:2021, Fall 2021, and Spring 2021 counts for 2021-2022)

Reason for Taking the Course

___ advanced degree requirement ___ required by ADE for licensure ___ professional enrichment

What are you currently teaching? _____

Teacher Signature _____ Date _____

Building Administrator Signature _____ Date _____

IMPORTANT: PD hours may be used toward the PD independent requirement, however, the remaining hours may not substitute for the remaining PD hours contained in the teacher's contract.

Preapproval # _____ Date: _____

CAO Signature: _____ PD Credit Awarded: _____