**REQUEST FOR**

**PROFESSIONAL DEVELOPMENT APPROVAL**

**PAWNEE C.U.S.D. #11**

Staff members requesting approval of course work should complete the following form and return it to the Unit Office for approval or disapproval. As per the Collective Bargaining Agreement {4.6}, “approval hours shall be limited to curricular area, and/or graduate level courses, or shall be included in an approved graduate degree program.” “For each staff member, no more than four (4) semester hours per semester and no more than twelve (12) semester hours per (fiscal) year will be reimbursed.”

Name Date of Request

Name of Course

Number of Credit Hours Course Number

Date of Course to be taken Tuition/hour

College or University offering course

Brief description of course:

This course is for: Curricular area Graduate credit

Graduate Degree Other

Program

Signature of staff member

Approved Disapproved

***Reimbursement rate: Unless otherwise stated, as per collective bargaining rate.***

04/02 Superintendent’s Signature