

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

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This course is for:      \_\_\_\_\_ Curricular area      \_\_\_\_\_ Graduate credit  
   \_\_\_\_\_ Graduate Degree Program      \_\_\_\_\_ Other

\_\_\_\_\_  
Signature of staff member

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

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