

Course Approval Request

TO: Professional Growth Committee

From: _____

Date of Request: _____

RE: Request for Course Approval

I hereby request that the following course be approved by the Professional Growth Committee:

Course Title:

Course Description: Please attached a course description to this form.

NOTE: *Requests without course descriptions attached will NOT be considered.*

Course Number: _____

Number of Units: _____

College or Institution: _____

Where Taken: _____

Dates of Course: From _____ To _____

Reason(s) for Taking Class:

After completing the information above, submit form to the District Office for processing.

	Approved	Not Approved
_____ James Berry	<input type="checkbox"/>	<input type="checkbox"/>
_____ Robert Shaw \ Amy Dunlap	<input type="checkbox"/>	<input type="checkbox"/>
_____ Kelly Velarde	<input type="checkbox"/>	<input type="checkbox"/>
_____ Michele Freeze	<input type="checkbox"/>	<input type="checkbox"/>

Please Note:

- Units to count toward professional growth advancement shall be any units pertinent to a teacher's position, upper division course, or graduate work. Identical courses repeated cannot be counted for advancement. A committee of two teacher's and two administrators shall make all decisions on the acceptability of units, subjects to approval by the Board.
- In order to assure course approval, course approval requests should be submitted prior to the beginning date of the course.
- Committee will act on request and return decision prior to beginning date of course.