

## Preapproval for Professional Development Credit from Graduate Course

### Directions:

- Submit the preapproval form to CAO: Payne 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: Payne)
- Building administrator will issue the documentation of college course for PD credit 3 college=15 PD
- Teacher enters in Shoebox. Teacher retains form and documentation.

Name \_\_\_\_\_ School \_\_\_\_\_

University \_\_\_\_\_ Number of College Credit Hours \_\_\_\_\_

Course No. and Title: \_\_\_\_\_

Semester or Session: \_\_\_\_\_ YEAR: \_\_\_\_\_

Course must be completed during the PD year (June 1-May 31) to count for school year PD  
(ex: Summer I:2019, Summer II:2019, Fall 2019, and Spring 2020 counts for 2019-2020)

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