



FERN RIDGE SCHOOL DISTRICT 28J
TEACHER COURSE APPROVAL FORM

Column Advancement:

Employees who earn a credit level necessary to advance horizontally shall advance to the appropriate column, provided the credits meet one of the following criteria:

- successfully completed (grade C or pass) graduate credits which are relevant to the employee’s assignment, current endorsement areas, or licensure renewal plan; and
- approved in advance by the District.

Employees must submit transcripts to the District no later than November 1 to verify this new credit level.

Employees may use District professional development monies to fund course(s) or workshop(s) approved by their building administrator. In the case of “workshops” that offer the purchase of credits, credits must be funded by the employee.

Please list course(s) to be taken:

COURSE NUMBER	COURSE TITLE	NAME OF COLLEGE	NO. OF CREDITS	TERM/ YEAR	PD FUNDED
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Please request transcripts following completion of the course to assure arrival by November 1st.

 Teacher

 Date

 Superintendent

 Date

(After being signed, original maintained by Personnel; copy returned to teacher.)
 Revised 12/16