



**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 may use District professional development monies to fund course(s) or workshop(s) approved by their building administrator.

Transcripts received by the first of the month will be processed in the next month’s payroll up to December 31. After December 31, the step advancement will be processed in September of the following school year per article 16A.3.b of the FREA Contract.

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

\_\_\_\_\_  
 Teacher

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Superintendent

\_\_\_\_\_  
 Date

(After being signed, original maintained by Personnel; copy returned to teacher.)  
 Revised 4/2021