

Brentwood School District  
 Program Planning Worksheet  
 (To be attached to the Program Proposal Form)

Name:
Building:
College/University:

**For maximum program success, all staff has an understanding of the following policies:**

1. Professional Staff Salary Schedules *Reg. GCBA-R1*
2. Professional Development Opportunities *Reg. GCL*
3. Request for prior Approval of Courses Tuition Reimbursement Form. *File: GCL-AF(2)*
4. Upon successful completion of the course(s) with a B or better, an official transcript along with verification of payment must be submitted to the superintendent's office. *Reg. GCL-AP(2)*
5. The reimbursement periods are February (first semester), June (second semester) and October (summer school). *Reg. GCL-AP(2)*
6. Reimbursement up to 12 hours per year at the UMSL rate. Reimbursement will be the lesser amount of either the rate per semester hour charged by the UMSL or the actual cost. *Reg. GCL-AP(2)*

Date completed Master's Degree:  Transcript on File

Courses Required for Program/Degree	Hours	Semester completed	Grade	Notes
Total Hours				