

**Kuspuk School District**  
 Professional Development Pre-Approval Course Request Form



Submission Date: \_\_\_\_\_ Classified \_\_\_\_\_ Certified \_\_\_\_\_  
*(Must be before Course begins)*

Employee Name: \_\_\_\_\_ Site \_\_\_\_\_

Name of the course and brief description: *(attach additional pages as needed)*  
 \_\_\_\_\_  
 \_\_\_\_\_

Course/Event Start Date: \_\_\_\_\_ Credits/Hours: \_\_\_\_\_  
*(Grade Report required upon course completion)*

Total Tuition Cost: \_\_\_\_\_ (Tuition Only. No books or fees.)  
*(Receipts will be required upon course completion)*

Professional Development grades are to be turned in to the Superintendent or designee by October 15<sup>th</sup> (for previous summer courses) and by May 31st (for previous school year courses) and must be pre approved by the Superintendent. No reimbursement will occur until all required documentation is submitted.

A grade of “C” or higher is required. A transcript, certificate or letter from institution with grade must be submitted. Courses must be are either required for:

- Initial Alaskan certification in a field related to work assignment
- Alaska recertification in a field related to work assignment and are designated as “approved coursework” according to the Classified Personnel Handbook
- Professional Development courses that are directly related to work assignment, but not necessarily toward a certification

\_\_\_\_\_  
 Employee Signature                      Date                      Superintendent Signature                      Date

\_\_\_\_\_  
 Designee Signature                      Date                      Business Manager Signature                      Date

**\*\*This Section for Business Office Use Only\*\***

Course Completion Date: \_\_\_\_\_ Receipt Submitted: Yes \_\_\_\_\_ No: \_\_\_\_\_

Received a “C” or better: Yes \_\_\_\_\_ No: \_\_\_\_\_ Grade Report Submitted: Yes \_\_\_\_\_ No: \_\_\_\_\_

Amount Reimbursed: \_\_\_\_\_ (Attach Receipt and Grade Report and Reimbursement form)