



CAREER TECH ED/COLLEGE IN THE SCHOOL CLASSES PRE-APPROVAL FORM

NAME: _____ Date of Application: _____

Teaching Position: _____

Area of Licensures Currently Held: _____

Process:

- ☐ Please complete this form and turn in to the building principal for signature.
- ☐ The building principal will forward this form to the Professional Growth Committee (PGC).
- ☐ The PGC will meet and pre-approve the course work.
- ☐ The School Board shall make the final decision on approving the course work.
- ☐ Credit Reimbursement form, proof of registration and transcripts must be provided to the PGC before reimbursement will be approved and sent to the school board for final approval.

NEED: Describe the need which you feel can be addressed by your professional growth plan. This need may include something to do with your students, your school, district or our educational community.

ACTION PLAN: Describe the courses which you will be taking to help you meet the need identified above. Also, describe what activities you will be doing as you take these courses which will meet the identified need.

Principal Approval for courses: _____

Committee Action: ____ Approve ____ Sent back for following clarification:

Professional Growth Committee Approval: _____

Date: _____