



Professional Staff Development PRE-APPROVAL for Course Credit Hours

Return to the appropriate department
with the Clock Hour cover sheet.

Prior to completion of a course, submit a copy of an agenda, course syllabus or other supporting documents to obtain pre-approval and a signature from the appropriate administrator.

Name		Today's date	
Position		Building	
Specify type of position: licensed or classified			
Course title			
Location		How many Relicense or Salary clock hours ?	
Instructor			
Date and times of course			
District or personal time			
Course fee		Who is paying the fee?	
Course description			
Course objectives			
What performance results are expected or required of the participants?			

Upon completion of your course, submit a copy of the certificate to obtain salary advancement relevant to current position responsibilities. Include the appropriate documents with a Clock Hour Cover Sheet (located in master contact).

Classified staff (ESP) will submit to the Instructional Services Department

Licensed staff will submit to the Human Resources Department

Administrator Signature - Approval: _____ Date: _____

Central Office Signature - Received: _____ Date: _____