

**THIS FORM MUST BE SUBMITTED AND APPROVED BY THE SUPERINTENDENT'S OFFICE 15
SCHOOL DAYS PRIOR TO THE COURSE STARTING**

To: Dr. Kimako Patterson, Superintendent
From: _____
School: _____
Date: _____

REQUEST FOR COURSE APPROVAL

To comply with the requirements of course credit as outlined in the Professional Negotiations Agreement, please complete one form for each course you wish to have approved.

A copy of this form with the Superintendent's signature will be returned to you. Following completion of each course, have an official copy of your transcript **mailed** to the Office of the Superintendent. Once hours have been accumulated to warrant a lane transfer, it is the responsibility of the employee to have official transcripts submitted to the Superintendent's office requesting the appropriate lane change.

College/University _____
Course Name & Number _____
Beginning Date _____
Projected Completion _____
Number of Semester Hours _____

Credit for _____ semester hours
Approved _____
Disapproved _____

Date Superintendent's Signature

FOR OFFICE USE ONLY

Copy of approval/disapproval sent to teacher on _____

Form #4131

Revised 07/25/17

Date: August, 2019
To: All Certified Non-Administrative Staff
From: Dr. Kimako Patterson

Please be advised that course approval is not automatic just because the enclosed form is completed. You must receive my written approval for courses to be taken (if you want to receive salary compensation) 15 school days PRIOR to the start of the course. Once hours have been accumulated to warrant a lane transfer, it is the responsibility of the employee to have official transcripts submitted to the Superintendent's office requesting the appropriate lane change. There are NO EXCEPTIONS!!

I do NOT approve all courses. I do not approve short workshop type courses. You are expected to enroll in a program of study beyond the Bachelor's or Master's Degree you currently hold that is appropriate for your job title and position based upon your job description. Courses approved are not those generally taken for certification or recertification. Courses approved, without any question, are those necessary to take for a program of study beyond your Bachelor's or Master's Degree that will enhance your current position or provide you with an endorsement in another area that supports the District's instructional program, i.e. A Math Teacher decides to take Spanish classes for an endorsement in Spanish, or an Elementary Teacher decides to pursue a Reading Specialist endorsement.

It is my goal to quickly respond to all requests submitted to my office within 48 hours. If you wish, please contact my Administrative Assistant for additional clarification regarding your request. If you are aware of which courses you seek then nothing prohibits you from requesting approval in advance of your enrollment.

Please remember that the 15 school days DO NOT include holidays, breaks or summer vacation so plan accordingly.

I wish you well in your advance course of study! It is my hope that we are all life-long learners!

Thank you,



Dr. Kimako Patterson