

Euclid City Schools
Approval of Coursework (for hours beyond Masters)
Reference: ETA Agreement 8.2.2.2 & 8.3

Teacher: _____ Building: _____ Date: _____

College/University _____ or Inservice Provider _____

I would like approval to take the following course(s):

- o Are you using professional/assignment leave? Yes No
- o Are you requesting professional development training compensation? (article 2.3.5) Yes No
- o Is the District paying for your grad credit or in-service provider? Yes No

If you answered yes to any of these questions, you cannot use for salary advancement. The course may **ONLY** be used for License Renewal (your five year plan). **You will need to enter the course into Certrak online for LPDC approval.**

If you answered no to all of these questions, complete and forward for approval as indicated below.

Course Start Date	Course #	Description	I.S.	CC
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only	
App	Den
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Reason For Denial: _____

Please attach the following items with this request (if applicable):

- o Copy of course description from Brochure/Flier
- o Copy of page from brochure/flier stating this course is offered for graduate credit
- o Copy of page from brochure/flier stating name of university/college
- o Completed out-of-district in-service form approved by LPDC

If requesting College Credit for advancement on salary schedule, the approval of the Superintendent is required. I.S. is approved by LPDC. However, the Superintendent reserves the right to apply Article 11.1.1.6.2 to any courses offered through LPDC.

A course that counts for salary schedule advancement cannot be applied to professional development for compensation. If you submit such a course, it may be grounds for termination of employment.

 Teacher Signature

 Superintendent

I.S. = Inservice Credit
 CC = College Course