

BURGESS ELEMENTARY SCHOOL  
PROFESSIONAL DEVELOPMENT PRE-APPROVAL/APPROVAL FORM

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Application must be in accordance with Article XVIII of the current Collective Bargaining Agreement.

Application for Pre-Approval of Non-District Sponsored PD activity (district-sponsored does not require pre-approval)

Title/Description of Professional Development Activity: \_\_\_\_\_  
(Attach a copy of the descriptor, if available.)

Class/Course scheduled to begin on: \_\_\_\_\_ Credits, CEUs or PDPs awarded through (please note below):

Number of credits, CEUs or PDPs to be earned: \_\_\_\_\_

This professional development offering is in accordance with (Check all that apply):

- District Improvement Plan – Goal# \_\_\_\_\_  School Improvement Plan – Goal # \_\_\_\_\_  
 Individual Professional Development Plan – Goal # \_\_\_\_\_  Required for Licensing (please explain below, using the reverse side, as needed)

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the successful completion of this course or the completion of 3 district-sponsored institutes will move you to a new salary, please inform your school's bookkeeper as soon as possible, faxing this form to them for their records. 508-347-2697**

**\*\*For final processing, a copy of this pre-approval form, with the signature of the building administrator included above, must be submitted along with the pertinent documentation noted below:**

Application for Final Processing (to be completed once you have successfully completed the PD activity)

If for a graduate course:

- I have included a satisfactory grade report  
 I have included proof of tuition payment, as applicable (not all schools have course reimbursements; check your Association's collective bargaining agreement)

If for 3 district-sponsored institutes:

- I have submitted three (3) certificates of completion for district-sponsored institutes (district-sponsored PD does not need pre-approval; simply attach this form, with required signatures below for processing)

Check off all that apply (not all options are available to all teachers; consult your collective bargaining agreement):

- College course for increment payment  
 College course for tuition reimbursement  
 College course for fulfillment of contractual obligation only  
 Tantasqua/Union 61 institute:  Participant or  Teacher of the institute

Will this activity move you to a different salary level?  Yes  No

Did the district pay for any portion of this PD activity?  Yes  No

Principal's Signature: \_\_\_\_\_ **OR** (depending on your Association's collective bargaining agreement)

Professional Growth Committee: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Pre-Approval Form must be submitted to Building Administrator in Duplicate\*\***