

Course Approval Form Attachment
INSTRUCTIONS

The Professional Development (PD) Process in Skyward tracks all PD requests for courses/credits, calculates when there are enough credits and automatically moves individuals on the salary schedule when the process is run (October of each school year). As a result, all requests for course/program approval must begin by completing the PD Request form in Skyward.

Use this additional form:

If you are seeking approval for an entire Master's program: - Complete the Course Approval Form Attachment (Section 1) and attach the required course list, along with course descriptions from the university. Then, complete the PD Request form in Skyward for the first course you plan to take in the program AND attach the Course Approval Form Attachment. Please provide information such as a previous year's course syllabus, course outline, reading list for the course, etc. - obtain from college, college bookstore, or professor. The Course Approval Committee will review the request and:

- Approve the Entire Program - The Superintendent will approve the course request, and the Superintendent's secretary will send an additional email indicating that the entire program was approved. (Skyward does not allow additional comments for approvals.) ***Remember: Even though an entire program was approved, EVERY course in the Master's program must still be submitted for approval (at least one month prior to the start of the course).***
 - Approve the Course but not the Entire Program - The Superintendent will approve the course request, and the Superintendent's secretary will send an email indicating that the program as a whole was not approved, but the requested course was, and will also indicate which additional courses will be approved. ***Remember: The additional courses must still be submitted for approval (at least one month prior to the start of the course).***
 - Deny the Entire Program - The Superintendent will indicate in his denial response the reason the entire program was denied.
 - Deny only the Course in the Program - The Superintendent will indicate in his denial response the reason this course was denied. The Superintendent's secretary will send an email indicating which additional courses will be approved in the program. ***Remember: The additional courses must still be submitted for approval (at least one month prior to the start of the course).***
1. If you are seeking approval for your one skills-related course this school year: Complete the Course Approval Form Attachment, Section 2. Then, complete the PD Request form in Skyward for the course you would like to take AND attach the Course Approval Form Attachment. The Course Approval Committee will review the request and approve or deny the request.
 2. If you need additional characters/space for "Comments": When completing the PD Request form in Skyward, if you need additional characters/space to describe the details, benefits, etc., of the course, complete Section 3 of the Course Approval Form Attachment, and attach the form to the PD request before submitting the request.

Once a course is denied in Skyward, the form cannot be edited or re-activated. If you decide to appeal a denial of a course/program by including additional information/documents, you must complete another PD Request in Skyward. Please indicate "2nd Submission" in the Comments section of the PD Request form.

Course Approval Form Attachment

Name: _____

SECTION 1

Are you seeking Masters Program Approval? Yes No

This is my 1st Masters 2nd Masters

Masters Degree name: _____

**Please attach the required course list and course descriptions for courses in the Masters program*

Note: You may re-submit for Masters program approval provided you can provide additional information that you feel would provide help in the approval process.

SECTION 2

Is this your one skills-related course this school year Yes No

(If no, skip remaining questions)

Why is this skills course relevant to your field of teaching?

I am seeking column movement for this skills course Yes No

- **If Yes, has this course (in your field of teaching) been identified as an area of need by you or your supervisor and been approved by the supervisor?** Yes No

SECTION 3

Class details:

Please describe details of why this class will benefit your teaching/students. Include things such as a description of the course (that speaks to the content/linkage to your teaching), why it would help your students, is it related to a district initiative?, is taking this course supported by your principal?, any other pertinent information? Be as specific as possible.

Example: This course would benefit my students because **(Note: A statement such as: “This course will improve my teaching.” will not be accepted.)**

- Attachments (scan and attach any documents)