

Agua Fria Union High School District No. 216

**GROWTH COURSE APPROVAL
REQUEST: FORM A**

**PROPOSAL FOR APPROVAL OF COLLEGE COURSE WORK
FOR PROFESSIONAL GROWTH COMPENSATION**

Growth Course Approval Request: Form A must be completed and returned to the Human Resources Department prior to enrollment in courses, and by no later than April 1st each year. A copy will be returned to you indicating whether or not each specific course has been approved toward accruing Professional Growth pay; a second copy will be placed in your personnel file; a third copy will be forwarded to your Site Principal/Supervisor.

I plan to attend _____
College/University Location

- Fall Term
- Spring Term
- Summer Term

REVIEW BOARD OF EDUCATION REGULATION GCI BEFORE LISTING COURSE(S):

Course Title	Dept.	Catalog Number	Semester Hours	Date Course Begins	Date Course Ends	Course Approved or Denied (Human Resources Office Use Only)
1.						
2.						
3.						
4.						
5.						

The Course(s), if approved and successfully completed, will provide me with a:

- Bachelor's Degree +15 approved credit hours
- Bachelor's Degree +36/Masters approved credit hours
- Master's Degree +15 approved credit hours
- Master's Degree +30 approved credit hours
- Master's Degree +45 approved credit hours

(Compensation is awarded for an accrued 15 credit hours each semester - January and July.)

*Completion of this form does not constitute notification of a request to receive Professional Growth pay. This is only a request for course approval. The **Professional Growth Compensation Request (Form B)** must be received in Human Resources along with an **Official Transcript** indicating completion of the course(s) with a grade of "C" or better. Award of Professional Growth compensation will only occur once each semester.*

Name (Please Print)

Signature

Date

Principal/Site Supervisor Signature (Acknowledges Request for Course(s) Has Been Made)

Date

Human Resources Designee

Date

**MUST BE SUBMITTED TO
HUMAN RESOURCES BY:
APRIL 1ST EACH YEAR**