



BURBANK UNIFIED SCHOOL DISTRICT

APPLICATION FOR EVALUATION OF PROFESSIONAL GROWTH UNITS

(To Be Used For Submission of **CLASSROOM** Courses Only – **NOT** Online Courses)

See BUSD web site for list of approved courses – www.burbank.k12.ca.us

APPLICATION SHOULD BE SUBMITTED AND APPROVED PRIOR TO TAKING THE COURSE

See BUSD web site for PAC meeting schedule – www.burbank.k12.ca.us

Teacher's Name

Date Submitted

Site

Grade(s) or Subject(s) Taught

All lower division, continuation and extension courses **MUST** be submitted to the Professional Advancement Committee (PAC) for approval if salary credit is desired, and the course is not on list of approved classes. All upper division, graduate courses and pre-approved courses need not be approved.

Course Title

Course Number

College or University

Write Brief Course Description*

* if possible, attach course information from catalog, brochure or flyer describing units given and days/hours of instruction.

Units Requested ** Semester Quarter
(check one box)

Hours of Classroom
Instruction

Date Course Will Begin

Date Course Will End

** Progress on the salary schedule is in semester units. One semester unit requires 15 hours of class time while one quarter unit requires 10 hours of class time. Please note that one quarter unit equals two-thirds semester unit.

Provide information as to how this course would impact your classroom and/or grade(s) or subject(s) taught:

Provide information regarding the reason(s) you wish to take this course (i.e. for additional credential or degree, changing grade level or subject to be taught):

Signature of Applicant

Date

I have reviewed and approved this application for submission to the Professional Advancement Committee.

Signature of Site Principal

Date

After review of the information provided, is this course approved by the Professional Advancement Committee members?

Approved Not Approved _____
Superintendent or Designee Date

Approved Not Approved _____
PAC Secretary Date

If the Professional Advancement Committee approved this course, it was approved for: _____ semester units

COPY OF COMPLETED FORM WILL BE RETURNED TO THE TEACHER UPON FINAL DETERMINATION OF COMMITTEE

Once you have taken the course, you must submit official transcripts to the Personnel Office. The Personnel Office will accept grade cards, unofficial transcripts or a computer printout of completion of the class for posting of units but official transcripts are still required.

If the Professional Advancement Committee did not approve this course, it is due to the following reason(s):

If additional information has been requested, please send additional documents, along with a copy of this form, to Marjorie Fuchs in the Personnel Office. If you wish to submit additional written information regarding this class, please do so:

After review of the additional information provided, the final determination of the Committee is as follows:

Approved Not Approved _____
Superintendent or Designee Date

Approved Not Approved _____
PAC Secretary Date

You may choose to appeal the Professional Advancement Committee's decision, but this appeal must be filed within ten days of the date of this letter. Submit the appeal in writing to the Personnel Office, along with any additional supporting documents. Please know that if you do choose to appeal the decision of the Committee, you must address the Committee in person at the next regularly scheduled meeting in an attempt to resolve the disagreement (Article 16.8). The next regularly scheduled meeting of the Professional Advancement Committee is _____. If you have any questions regarding your appearance, please contact Marjorie Fuchs in the Personnel Office at 818-729-4413. The decision of the Committee shall be the final determination (Article 16.8.3).

Appeal is:

Approved Not Approved _____
Superintendent or Designee Date

Approved Not Approved _____
PAC Secretary Date

COPY OF COMPLETED FORM WILL BE RETURNED TO THE TEACHER UPON FINAL DETERMINATION OF COMMITTEE