Form B: Online or Independent Study Courses



BURBANK UNIFIED SCHOOL DISTRICT

<u>APPLICATION FOR EVALUATION OF PROFESSIONAL GROWTH UNITS</u> (To Be Used For Submission of <u>ONLINE</u> or <u>INDEPENDENT</u> Courses Only – NOT Classroom 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

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

Approve	ed Not Approved			
		Superintendent or Designee	Date	
Approve	ed Not Approved	PAC Secretary	Date	
If the Professional A	dvancement 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.

Units will be posted pending submission of a satisfactory time and work log detailing time spent and work completed, which needs to be equivalent to 15 hours of class time per semester unit or 10 hours of class time per quarter unit. Copies of work projects may be required upon request of committee. (See BUSD web site for example of time log – www.burbank.k12.ca.us)

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:

	Approved	Not Approved	Superintendent or Designee	Date
	Approved			
	Approved	Not Approved	PAC Secretary	Date
know that if scheduled r Professiona appearance	you do choose neeting in an a I Advancement	to appeal the dec ttempt to resolve the t Committee is ct Marjorie Fuchs in	ig to the Personnel Office, along with any addision of the Committee, you must address the disagreement (Article 16.8). The next reg	e Committee in person at the next regularly gularly scheduled meeting of the you have any guestions regarding your
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