

PROFESSIONAL LEARNING: CONTINUING PROFESSIONAL EDUCATION

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT
P.O. Box 799, League City, Texas 77574

PARAPROFESSIONAL REQUEST FOR SPECIAL INCREMENT FOR ADDITIONAL COLLEGE HOURS

TO: Administrator or Supervisor

I request approval to enroll for the following course(s):

<p><input type="checkbox"/> College course(s) related to my paraprofessional assignment for which I apply for extra pay in accordance with Board Policy DMC(LOCAL)</p> <p><input type="checkbox"/> College course(s) leading to teacher certification for which I apply for extra pay in accordance with Board Policy DMC(LOCAL).</p> <p>(a) Transcripts must be sent to the Human Resources office for college courses.</p> <p>(b) I will not be reimbursed by the district funds for registration, food, lodging, or transportation for this training.</p>
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I understand that I will not be reimbursed for registration, food, lodging, or transportation for this training.

Transcripts are to be mailed directly to the Human Resources Office.

DO NOT SUBMIT APPROVAL REQUEST FOR COURSES LISTED ON BACHELOR'S DEGREE PLAN SIGNED BY PROPER COLLEGE OFFICIAL AND ON FILE IN THE SCHOOL DISTRICT HUMAN RESOURCES OFFICE.

Name of Course	Course Number	University-College Institute	Dates of Attendance	Semester Hours

This is in accordance with the Clear Creek School District Continuing Professional Education Policy.

_____ Signature of Employee	_____ Employee ID	_____ Date
_____ Campus	_____ Position (Ex: Secretary, Clerk, PE Aide)	
APPROVED BY: _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Principal/Supervisor	Date	
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assistant Supt.	Date	