

PROFESSIONAL LEARNING: CONTINUING PROFESSIONAL EDUCATION

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT

P.O. Box 799, League City, Texas 77574

AUXILLARY REQUEST FOR SPECIAL INCREMENT FOR ADDITIONAL COLLEGE HOURS

TO: Administrator or Supervisor

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

- College course(s) related to my Auxiliary assignment for which I apply for extra pay in accordance with Board Policy DMC(LOCAL)
- College course(s) leading to teacher certification for which I apply for extra pay in accordance with Board Policy DMC(LOCAL).

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: Custodian, Bus Driver)

APPROVED BY: _____ Yes No
 Building Principal/Supervisor Date

Assistant Supt. Date Yes No