



Cook County School District 130

Request for Approval of Additional Training - Advancement on Salary Schedule

This section should be filled out by tenured and non-tenured teaching staff to receive credit toward lane change(s) on the salary schedule. In the BIEA Collective Bargaining Agreement, please refer to Section 15.1, Professional Growth, for further details concerning advancement on the salary schedule. *Please fill out one form for each course.*

Last Name:	First Name:
School/Department:	Date:

College/University: _____

Course Status: Graduate

Undergraduate

Reason(s):

Course Start Date: _____

Professional Improvement

Credit toward MA

Course End Date: _____

Post MA Credit

Credit toward Doctorate

YOU MUST ATTACH THE COURSE TITLE AND CATALOG DESCRIPTION TO THIS FORM FOR APPROVAL

Approved

Denied

If denied, reason: _____

Human Resources Signature: _____

Date: _____

For Office Use Only:

Transcripts Received: _____

Current Lane and Step: _____

New Lane and Step: _____

Human Resources Signature: _____

Date: _____