



PRE-APPROVAL FORM FOR COURSEWORK & DEGREE PROGRAM & ENDORSEMENTS

Teachers are required to seek approval for educational advancement awards such as graduate degree programs, new endorsements, or for National Board Certification.

Please submit a link, or printout of the university description of the plan of study for graduate degree programs or coursework for endorsement requests.

A copy of this Pre-Approval form will be returned to you. The original will be placed in your personnel file. No teacher shall be approved for more than 1 of the Category 1 advancement awards and/or 1 of the Category 2 advancement awards during the terms of this Agreement. See 2023-2026 Professional Agreement page 31 regarding a Masters program leading to National Board Certification. Monetary awards will be processed according to procedures outlined in the Professional Agreement under Compensation.

NAME & IEIN		
CURRENT TEACHING ASSIGNMENT		
DATE OF REQUEST		
EXPECTED START DATE FOR PROGRAM _____ EXPECTED COMPLETION DATE _____		
<input type="checkbox"/> Requesting approval for a first Masters degree program		
<input type="checkbox"/> Requesting approval for an additional Masters degree program		
<input type="checkbox"/> Requesting approval for an ISBE approved endorsement program that the District is requiring <input type="radio"/> Non-LBS1 <input type="radio"/> LBS1		
<input type="checkbox"/> Requesting approval for an ISBE approved endorsement program that the District is not requiring <input type="radio"/> Non-LBS1 <input type="radio"/> LBS1		
<input type="checkbox"/> Requesting approval for National Board Certification- A teacher has a maximum of five (5) years to earn National Board Certification and receive the monetary award.		
Teacher's Signature: _____ Date: _____		
For Office Use Only		
	Category 1 Advancements	Category 2 Advancements
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Lane MA \$4,000 <input type="checkbox"/> Lane MA2 \$4,000 <input type="checkbox"/> EAANB \$3,000 \$6,000	<input type="checkbox"/> EAAEN (Non-LBS1) \$1,500 <input type="checkbox"/> EALBS (LBS1) \$2,500
<input type="checkbox"/> Request Denied	Reason:	
Superintendent's Signature		
Date		