

Coursework Requirement for Tenure Teachers

Course Approval / Waiver Form

Teacher _____

School _____

School Year: _____

Section 4.6.2 (A) of the KTA contract states the following: “Each tenured Teacher’s instructional skills shall be assessed annually utilizing a three-year cycle. One year of the cycle must include involvement of an Administrator in a formal assessment. Each year of the three-year cycle the Teacher may be required to take ten (10) hours per year of prescribed coursework. The ten (10) hour requirement may be prescribed by the District or completed through one of the following: (a) designated coursework from the Staff Development Center; (b) a course directly related to the subject taught and approved by the principal; or (c) these hours may be waived by the principal. All staff development coursework will be discussed with the building principal as part of the evaluation process. The Administrator may suggest additional coursework that would benefit the professional growth of the Teacher, or may waive the requirement of ten (10) hours for the next year’s cycle based on the Teacher’s assessment and previous professional development coursework.”

Note to Teachers re “b” above: When asking for your principal’s approval, please provide ample information describing the relationship between your proposed coursework and the subject you teach.

_____ Provision 4.6.2A(b): In keeping with provision (b) above describing the ten (10) hour coursework requirement – I (principal) approve the following staff dev center course(s) for the current school year:

_____ Provision 4.6.2A(c): In keeping with provision (c) above describing the ten (10) hour coursework requirement - I (principal) waive these staff dev center hours, for the following reasons:

Principal’s Signature _____	Date _____
Teacher’s Signature _____	Date _____

(Directions: One copy should be kept by the teacher and one copy should be forwarded to the Staff Development Center)