



BURBANK UNIFIED SCHOOL DISTRICT

**APPLICATION FOR EVALUATION OF PROFESSIONAL GROWTH UNITS**  
(To Be Used For Submission of **ONLINE** or **INDEPENDENT** Courses Only – **NOT** Classroom Courses)  
**See BUSD web site for list of approved courses – [www.burbank.k12.ca.us](http://www.burbank.k12.ca.us)**

**APPLICATION SHOULD BE SUBMITTED AND APPROVED PRIOR TO TAKING THE COURSE**  
**See BUSD web site for PAC meeting schedule – [www.burbank.k12.ca.us](http://www.burbank.k12.ca.us)**

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Site

\_\_\_\_\_

After review of the information provided, is this course approved by the Professional Advancement Committee members?

Approved                  Not Approved \_\_\_\_\_  
  Superintendent or Designee                  Date

Approved                  Not Approved \_\_\_\_\_  
  PAC Secretary    Date

If the Professional Advancement Committee approved this course, it was approved for: \_\_\_\_\_ semester units

**COPY OF COMPLETED FORM WILL BE RETURNED TO THE TEACHER UPON FINAL DETERMINATION OF COMMITTEE**

Once you have taken the course, you must submit official transcripts to the Personnel Office. The Personnel Office will accept grade cards, unofficial transcripts or a computer printout of completion of the class for posting of units but official transcripts are still required.

Units will be posted pending submission of a satisfactory time and work log detailing time spent and work completed, which needs to be equivalent to 15 hours of class time per semester unit or 10 hours of class time per quarter unit. Copies of work projects may be required upon request of committee. **(See BUSD web site for example of time log – [www.burbank.k12.ca.us](http://www.burbank.k12.ca.us) )**

If the Professional Advancement Committee did not approve this course, it is due to the following reason(s):

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If additional information has been requested, please send additional documents, along with a copy of this form, to Marjorie Fuchs in the Personnel Office. If you wish to submit additional written information regarding this class, please do so:

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After review of the additional information provided, the final determination of the Committee is as follows:

Approved                  Not Approved \_\_\_\_\_  
  Superintendent or Designee                  Date

Approved                  Not Approved \_\_\_\_\_  
  PAC Secretary    Date

You may choose to appeal the Professional Advancement Committee's decision, but this appeal must be filed within ten days of the date of this letter. Submit the appeal in writing to the Personnel Office, along with any additional supporting documents. Please know that if you do choose to appeal the decision of the Committee, you must address the Committee in person at the next regularly scheduled meeting in an attempt to resolve the disagreement (Article 16.8). The next regularly scheduled meeting of the Professional Advancement Committee is \_\_\_\_\_. If you have any questions regarding your appearance, please contact Marjorie Fuchs in the Personnel Office at 818-729-4413. The decision of the Committee shall be the final determination (Article 16.8.3).

Appeal is:

Approved                  Not Approved \_\_\_\_\_  
  Superintendent or Designee                  Date

Approved                  Not Approved \_\_\_\_\_  
  PAC Secretary    Date

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