

INDEPENDENT STUDY REQUEST COVER SHEET

REQUEST SUBMISSION DATE:

BARGAINING GROUP:	Check One	VERIFICATION OF PEP REQUIREMENTS (to be completed by CPD Only)		
Office Professional	<input type="checkbox"/>	Grade Sheet Attached <input type="checkbox"/>	Summary Statement <input type="checkbox"/>	
Professional Technical	<input type="checkbox"/>	Transcript Attached <input type="checkbox"/>	Outside Homework <input type="checkbox"/>	
Para Educator	<input type="checkbox"/>			
Instructions: (see IS Guidelines) <ul style="list-style-type: none"> Fill out application form Attach required documentation Submit to CPD two weeks prior to start date (minimum) 		CPD Coordinator Signature	Date Approved	
		PEP Credits Processed:		
		Date Processed:		
		Processed by:		

PARTICIPANT INFORMATION: PLEASE COMPLETE ALL INFORMATION

Employee Name:		EMP. ID #	0000
Work Location:		Work Phone:	
Briefly describe how this class relates to your job and/or your professional growth plan:			

INDEPENDENT STUDY COMPONENT INFORMATION:

Course Title			
Component	Independent Study	Institution (if applicable)	
Start Date		# of Credits/Hrs.	
End Date		Class Start/End Time	
<input type="checkbox"/> Course Syllabus/Description Attached		<input type="checkbox"/> Outside homework is required (min. 15 hours)	
<input type="checkbox"/> Dates, times, location, hours included		<input type="checkbox"/> Professional Growth Plan attached (current)	
<input type="checkbox"/> Course/Training is a minimum of 30 hours		<input type="checkbox"/> Professional Growth Plan on file in CPD	

Your request for PEP Independent Study has been: Approved* Denied

Coordinator Classified Professional Development

Date Request Approved

*** If approved:** Upon completion of your Independent Study, attach your grade sheet/transcript and summary report/homework to this approved form and return to **CPD – 4th Floor CAB**. Your stipend will be processed upon verification of requirements (allow minimum 3 weeks for processing of stipend). If you have questions please contact CPD at 571-1183 or 1157. Thank you.