



**GENERAL McLANE SCHOOL DISTRICT  
STAFF DEVELOPMENT  
REQUEST FOR CLASS PRE-APPROVAL**

**Please submit this pre-approval form to the Superintendent at least two (2) weeks prior to the date of the request activity.**

Name of Employee: \_\_\_\_\_ S.S.# \_\_\_\_\_  
Home Address: \_\_\_\_\_ Date: \_\_\_\_\_  
Your School Building: \_\_\_\_\_ Area of Certification: \_\_\_\_\_

**Collegiate study or Continuing Education Credit**

Institution providing the instruction: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Credits that will be earned as a result of successful completion of this course: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

*\*If you are requesting reimbursement, please remember to print a copy of your final grades and submit the grades, along with a reimbursement form, to the Education Center for payment.*

*\*All Act 48 hours are submitted by the Institution where they are offered. Educators should contact their PA college registrar for procedures to ensure credits will be submitted electronically to the department. Collegiate credits earned outside of Pennsylvania must be submitted on an official college-sealed transcript to: Act 48 Transcripts, Division of Planning, Pennsylvania Department of Education, 333 Market Street, 3rd Floor, Harrisburg, PA 17126-0333. The department will only accept transcripts received directly from higher education institutions.*

**DO NOT WRITE BELOW THIS LINE**

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\_\_\_\_ Eligible for Reimbursement

\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_