

NAME: _____

APPROVAL PLAN FOR NCLB HIGHLY QUALIFIED

**ARTICLE VII - COMPENSATION AND FRINGE BENEFITS,
M. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS,
2. Certified Staff (a)
ii. Completed courses that Illinois State Board of Education will accept toward certification as Highly Qualified under NCLB requirements.**

Administrative Procedures:

1. Submit your approval plan for NCLB Highly Qualified to the Director of Human Resources. This plan may include undergraduate coursework from the qualifying list of colleges and universities. Your plan must be approved by the university or college and your endorsement from ISBE completed to effectively make a lane change.

Rationale: Current practice focused upon graduate level classes in a graduate program for lane changes. This change in practice allows staff to meet highly-qualified status in a more flexible manner. The district will only approve undergraduate courses within the parameters outlined.
2. Once your plan is submitted and approved by the Superintendent, you may submit your course approval(s) and reimbursement form.

COURSES REQUIRED

COURSE NAME	COURSE NUMBER	NUMBER OF CREDITS

ENDORISING UNIVERSITY SIGNATURE:

University: _____

Approving Agent Name
Position
Date

Tentative Registration Date for Content Test: _____

Tentative Date for ISBE Approval: _____

OFFICE USE ONLY:

Plan Approval Date: _____

Superintendent Signature: _____

Verification of Endorsement Date: _____