



## Pioneer Teacher Center Independent Study



In order to receive credit for this independent study, you must complete this checklist:

Date completed	
	1. Complete the Independent Study proposal form and receive approval and signature from your building principal or immediate supervisor.
	2. Submit proposal to the Teacher Center. The proposal will then be forwarded to the Director of Curriculum and Instruction for approval and signature.
	3. The Policy Board will vote on initial approval at their next scheduled meeting. After initial approval, the Teacher Center will create your Independent Study in MLP and notify you that you can now find your course in the catalog and enroll. <b>DO NOT CREATE A NEW REQUEST.</b>
	4. Pay Teacher Center fee to the Center -- \$100. ( <i>All courses run through the Teacher Center cost \$100, including independent studies. If part of this independent study is online and you incur a fee, please contact the Center.</i> )
	5. Submit the Pre-Evaluation survey in My Learning Plan (MLP).
	6. After your independent study, complete the Post Evaluation Survey and the Reflection Form in My Learning Plan (MLP).
	7. Return this course form and all evidence of work completed to the Teacher Center for final course approval. This work will be submitted to the Pioneer Teacher Center Policy Board for final approval at the next scheduled meeting. The Policy Board meets the first Monday of every month.
	8. Submit the Presenter/Workshop Final Evaluation Survey in My Learning Plan (MLP).
	9. The Policy Board reserves the right to request a presentation of your final project during a Policy Board meeting.