

Kankakee School District 111  
Department of Human Resources  
**NOTICE OF ADVANCED TRAINING COMPLETION**

Employee Name (Please Print): \_\_\_\_\_  
*Last First Middle I Last 4 SSN*

School: \_\_\_\_\_ Position: \_\_\_\_\_

NOTE: All applicable courses must be graduate level coursework from an accredited college or university, and must be applicable to the subject or curricular area in which the employee is currently engaged or aspires to be engaged.

**Completed Degree/Coursework**

*(Check all that apply)*

- Bachelor's +15 – Subject \_\_\_\_\_ Credit Hours: \_\_\_\_\_
- 1<sup>st</sup> Master's – Degree Earned \_\_\_\_\_
- Master's +15 – Subject \_\_\_\_\_ Credit Hours: \_\_\_\_\_
- 2<sup>nd</sup> Master's – Degree Earned \_\_\_\_\_
- Doctoral Degree – Degree Earned \_\_\_\_\_
- Other – Degree Earned \_\_\_\_\_

Degree/Coursework as noted above was completed (date): \_\_\_\_\_

**Transcripts**

Transcripts for coursework as noted above (check one):

- ... are on file in the Human Resources Department
- ... have been ordered for submittal to Human Resources Department / Order Date: \_\_\_\_\_  
Name of College/University: \_\_\_\_\_

\_\_\_\_\_  
*Employee Signature Date*

**FOR HUMAN RESOURCES USE ONLY - DO NOT WRITE BELOW THIS LINE**

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\_\_\_\_\_ I have verified the credits listed above and associated transcripts are on file in the Human Resources Department.  
Verification Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature: Human Resources Employee*

**APPROVAL:**

\_\_\_\_\_  
*Assistant Superintendent, Human Resources Date*