

**Big Sandy Area Community Action Program  
Head Start**

**230 Court Street • Paintsville, KY 41240  
606-789-1600 *phone* • 606 789-5192 *fax***

**Staff  
Career Development Checklist**

**Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Classroom:** \_\_\_\_\_

**All Staff Career Development Requests are required to include the following documents completed in full:**

\_\_\_\_\_ Copy of FAFSA Student Aid Report (SAR) that has Your Expected Financial Contribution (EFC)

\_\_\_\_\_ Copy of Completed KHEAA Early Childhood Development Scholarship (Does not apply to Pike County BOE or Model City Staff)

\_\_\_\_\_ Recent College Grades

\_\_\_\_\_ Completed Career Development Request Form  
\_\_\_\_\_ Signed By Delegate Director

\_\_\_\_\_ Signed Release of Information Form

\_\_\_\_\_ Signed Tuition Reimbursement Form  
Or

Signed CDA Tuition Reimbursement Form (If coursework is to obtain CDA credential)

**Send Completed Checklist and All Required Documents To:**

Patti Miller  
Quality Control Manager  
Big Sandy Area Community Action Program – Head Start  
230 Court Street  
Paintsville, KY 41240  
Fax: 606-789-5192  
Email: pmiller@bsacap.org