

**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)
- _____ 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:

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