

# Pre-Approval form for Graduate Credits

Name \_\_\_\_\_

Date \_\_\_\_\_

To the Superintendent:

I am planning on taking the following course(s) for graduate credit which will be applied to a lane change on the Chatfield Education Association, Collective Bargaining Agreement, salary schedule.

**Course Name:** \_\_\_\_\_

**Course Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Course Name:** \_\_\_\_\_

**Course Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**College/University:** \_\_\_\_\_

**Dates of Courses:** \_\_\_\_\_

**Are credits part of a degree program? Yes:\_\_\_\_\_ No:\_\_\_\_\_**

If yes, how many credits have you completed towards degree? \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\*\* All advanced study or credit work must be completed with written evidence submitted for verification in the form of an official transcript to the Superintendent by September 1 of the current year to be eligible for a salary lane change in September of that school year.

\*\* Credits submitted by transcript after September 1 of the current school year, even if otherwise qualified, will not be considered for salary lane change until January 15 of the same school year. Similarly, credits submitted by transcript after January 15 of the current school year, even if otherwise qualified, will not be considered for salary lane change until the following school year.