

Application for Course Approval

One of the avenues for advancing on the salary schedule is through the accumulation of training credits. To ensure that there is no misunderstanding regarding the acceptability of such credits, obtaining approval prior to registering for a course is important.

Name: _____
Please print name

I would like approval of the following course(s):

<i>College/University Offering Course:</i>	<i>Course Number</i>	<i>Course Title</i>	<i># of Graduate Credits</i>	<i># Under- Graduate Credits</i>

Additional Information	Yes	No
<i>Does any part of this course take place during a contracted workday?</i>		
<i>Is the course associated with any training/seminar/conference that the District is paying for you to attend?</i>		
<i>Have you taken this course before (same college/institution and course number)?</i>		

In order to qualify for advancement on the salary schedule, all course credits must receive prior approval from the Superintendent of Schools or designee.

Teacher Signature

Date

- Please submit completed and signed form to the Human Resource Specialist in the District Office.
- A copy of this form indicating course approval or denial will be emailed to you for your records.

Action Taken:

Approved _____

Date _____

Denied _____

Date _____

Note: _____
