

**MILLBROOK CENTRAL SCHOOL DISTRICT
REQUEST FOR COURSE APPROVAL**

FORMS MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO COURSE DATE

To: Superintendent of Schools

In accordance with the provision in the current contract between the Board of Education and the Millbrook Teachers' Association relating to courses of study to be pursued by a teacher, for which salary increment is to be claimed, I hereby request permission to pursue the following:

<u>COURSE TITLE</u>	<u>COURSE NUMBER</u>	<u>CREDIT HOURS</u>
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EDUCATIONAL INSTITUTION	WHEN	PURPOSE
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PLEASE PROVIDE A COURSE DESCRIPTION WITH SUBMISSION

I am aware that, in order to claim a salary increment on courses approved by the Administration, I must submit a "REQUEST FOR SALARY INCREMENT FORM" accompanied by the appropriate transcript, before September 30th and/or February 28th.

Respectfully submitted:

Print Name

Signature

Date

Approved by:

Building Principal

Date

Asst. Superintendent of Curriculum

Date

Superintendent of Schools

Date

For salary increment effective: February 1st

September 1st