

REQUEST FOR CREDIT APPROVAL /ADVANCEMENT

Approval for all courses that count toward advancement on the salary schedule must be requested **BEFORE registration for the class(es)**. Coursework must be related to teaching responsibilities or advancement within the profession to be considered.

In addition, if you intend to advance on the salary schedule, your request must be submitted to the Superintendent for approval **NO LATER THAN JANUARY 15TH** of the prior school year.

Teacher's Name _____ Highest Degree Held _____
Subject/Grade Taught _____

I intend to qualify for the next column on the salary schedule next school year: YES NO

Course Title and Number _____ Quarter Taught _____
Institution _____ # of Quarter Hours _____
Reason for Request _____

Course Title and Number _____ Quarter Taught _____
Institution _____ # of Quarter Hours _____
Reason for Request _____

Course Title and Number _____ Quarter Taught _____
Institution _____ # of Quarter Hours _____
Reason for Request _____

Total # of Quarter Hours Requested _____

Signature _____ *Date* _____

- Approved
 Denied _____

Superintendent _____ *Date* _____