

Weld County School District RE-9

Request for Prior Approval for Course/Credit Approval

This request is for preapproval of coursework or classes for the purpose of movement on the salary schedule. Please submit before the start of the proposed course/class for approval by the superintendent or designee. Courses or classes taken without approval will not be accepted for credit. Acceptable forms of credit for movement are as follows: CDE Credit, accredited college/university credit, or completion of the Weld RE9 induction program. Other courses, classes, and workshops may be accepted if preapproved by the superintendent or designee. If classes are part of a program, such as a MA degree, list all classes on form for approval.

Employee Name: _____

Subject Taught: _____

Course Name/ Professional Development Activity	Semester Hours	College/University or other source	On-Line Class	Lane Change
			Y N	Y N
			Y N	Y N
			Y N	Y N
			Y N	Y N

Reason for taking the course/class (connection to teaching assignment): _____

Employee Signature: _____

Date: _____

-----To be completed by Superintendent or Designee-----

The following classes/courses are approved: _____

The following classes/courses are denied: _____

Reason for denial: _____

Signature of Superintendent: _____
or designee

Date: _____