Graduate Hour Request Form

Instructions for Graduate Hour Request Form:

- Save the downloaded form to your computer
- Complete the fillable PDF with your request information
- Once completed, save the document in order to attach it to an email
- Email the completed form to Dr. Travis Roundcount at tr@mtzschools.org
- Once approved, you will receive email with Superindent's signature on the form.

Name:_____ ***Building:***_____***Date:***_____

This form requests prior permission from the Superintendent to enroll in the following course(s) for advancement on the Salary Schedule.

Course Name	Course #	University	# of Course Credits	Year & Term

PLEASE NOTE: The Superintendent will return an approval confirmation for the above requests. In order to receive credit for graduate hours on the salary schedule, the teacher must provide the District Superintendent's office with an official copy of the completed grade report indicating a grade B or higher. Therefore, courses taken Pass/Fail will not be included in movement on the salary schedule unless the University Policy (an instructor's letter doesn't count as the University Policy) indicates a Pass Course Grade equivalent to or above "B" work. In addition, it is the teacher's responsibility to know how the course grade will be posted and provide the Superintendent with the University Policy on Pass/Fail courses. Completed grade reports received at the Superintendent's Office by 5:00 pm the day before student's start in August (considered the beginning of current school year), will be applied to that school year's salary schedule; reports received on or after the first day with students will be applied to the following year's salary schedule. An official transcript from an accredited university must be provided to the Superintendent upon completion of a Master's Degree program, indicating Degree and date awarded.

_____ _____ _____

Teacher's Signature
(By typing your name in this box, it constitutes your electronic signature verifying your agreement with this form.)

Superintendent's Signature

Date