PROVISO TOWNSHIP HGIH SCHOOLS
DISTRICT 209, COOK COUNTY
FOREST PARK, IL 60130

OFFICE OF HUMAN RESOURCES

REQUEST FOR PRE-APPROVAL OF CREDIT & COURSE WORK
When completing this form attach backup documentation for course start date

Name _____ **Department/Position** _____

Date of Request _____ **Location/Building** _____

Course Title _____

Course Start Date _____

Course No. _____ **Credit** _____ _____
                                                    (Semester Hours)   **(Quarter Hours)**

☐ **Graduate Credit**   ☐ **Undergraduate Credit**

Offered by _____
                        (Name of Institution)

Course Description as Outlined in Catalog _____

_____

_____

_____

_____

<u>**Official Transcript required for appropriate recognition and recording.**</u>

An Official Transcript is sent by the College or University with the school seal. If an employee hand carries the transcript, it must remain in the College or University's sealed envelope.

_____   _____
(Employee's Signature & Date)   **(Principal or Administrator's Signature & Date)**

Approved _____   **Not Approved** _____

                                                Date _____

_____
(Signature-Deputy Superintendent of Operational Services)

Comments: _____

_____

_____

Revised 11/21/16