

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 _____

☐ Graduate Credit ☐ Undergraduate Credit (Semester Hours) (Quarter Hours)

Offered by _____
(Name of Institution)

Course Description as Outlined in Catalog _____

Official Transcript required for appropriate recognition and recording.

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) ☐ Approved ☐ Not Approved

(Principal or Administrator's Signature & Date) ☐ Approved ☐ Not Approved

(Signature- Deputy Superintendent of Operational Services & Date) ☐ Approved ☐ Not Approved

Comments: _____

