

**GOSHEN COUNTY SCHOOL DISTRICT NO. 1  
TORRINGTON, WYOMING**

**REQUEST FOR APPROVAL OF CREDIT HOURS**

**This form must be received and approved PRIOR to registering for classes**

All hours must be transcript graduate level credit hours, with the exception of approved computer/technology courses. No salary increment credit will be allowed for classes not generating transcript credit even if this form is approved.

**Transcripts must be received in the Central Office on or before September 15 to be considered.**

**STAFF INFORMATION:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL & TEACHING ASSIGNMENT: \_\_\_\_\_

**COURSE INFORMATION:**

COURSE NAME & NUMBER: \_\_\_\_\_  
*(courses must be listed individually; no more than 3 per form)*

# OF CREDIT HOURS: \_\_\_\_\_ Level: ☐ Graduate ☐ Undergrad

IS THIS COURSE PART OF A MASTER'S PROGRAM? ☐ YES ☐ NO

TRANSCRIPT ISSUED BY: \_\_\_\_\_

DATE/ SEMESTER TO BE TAKEN: \_\_\_\_\_

WHY ARE YOU TAKING THE COURSE? \_\_\_\_\_  
\_\_\_\_\_

**COURSEWORK TAKEN FOR SALARY SCHEDULE MOVEMENT MUST BE GRADUATE LEVEL**

For approval details, see District Policy 4141.1 (Professional Staff Salary Schedules)

☐ Approved for salary increment

☐ Not approved for salary increment

If not approved, reason: \_\_\_\_\_  
\_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_