

# COURSE APPROVAL FORM

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

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

In accordance with the Master Contract, I request your approval to take the following course(s) which will further my professional growth in my teaching area(s).

Course Date: \_\_\_\_\_

Course Name: \_\_\_\_\_

School/University: \_\_\_\_\_

# of Graduate Credit Hours: \_\_\_\_\_

Is this course taken during the contract day? Yes\_\_\_\_\_ No\_\_\_\_\_

If this course is taken during the contract day, or during time for which the teacher is receiving a stipend from the district, has it been designated by the superintendent as a course whose credits can be applied toward movement on the teacher salary schedule? Yes\_\_\_\_\_ No\_\_\_\_\_

***(1/2 of total credits must be in the subject area of teacher's field(s) of classroom instruction for advancement)  
Advancement on the salary schedule must be graduate credit hours.***

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I understand that full approval is contingent upon my providing the Central Office with an official transcript of grades to verify successful completion of this course(s).

I also understand that unless approved by the superintendent, credits obtained during teacher contract time WILL NOT be approved for movement on the salary schedule.

The district will not give credit twice for the same course.  
It is your responsibility to determine if the state will grant credit for re-certification.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shaun Kruger, Superintendent

\_\_\_\_\_  
Date

Approval of this course does not signify automatic advancement on the salary schedule.  
*Refer to the Master Contract: Article VII – Advancement to Higher Educational Lane on the Teacher Salary Schedule*