

REQUEST FOR GRADUATE PROGRAM APPROVAL

Program must be pre-approved when intending to use credits toward salary increases or when requesting reimbursement

(Please submit to Director of Teaching & Learning at the Business Office at least 2 weeks prior to start of program)

Person Making Request: _____ **Building:** _____

PROGRAM INFORMATION

1. Name of Program _____

2. Relationship to Your Professional Goals in our District:

3. Please attach an outline of program/required courses.

Individual credits taken within an approved program do not need separate approval.

4. University or Institution: _____

5. Approximate Start and End date: _____

6. Total Number of Credits to be Earned: _____

As noted on the Teacher Salary Matrix, teachers may earn and accumulate up to 30 graduate level credits that can be applied to their salary. In order to move to Master + salary step (i.e. M+6), the graduate credits must be earned after receiving a masters degree.

I understand that I must submit grade reports with salary step request form when applying for salary change, and a receipt/copy of invoice from the institution with the district expense form when requesting reimbursement.

Signature of Person Making Request

Date

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(Do not write below this line - Office use only)

- Request Approved
- Request Denied for the following reason(s):

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Signature of the Director of Instruction Date