

# 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: \_\_\_\_\_

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):

\_\_\_\_\_

\_\_\_\_\_  
Signature of the Director of Instruction

\_\_\_\_\_  
Date