



REQUEST FOR COURSE APPROVAL

I request approval to take the following course work which, upon presentation of proof of completion, (official transcripts) may qualify towards a horizontal move on the salary schedule. None of the course work has been claimed for salary credit previously.

Name _____ Today's Date _____

College or University _____

Course Title _____

Course Number _____ Semester Credit Hours _____

Anticipated Dates of Attendance:

Beginning _____ Ending _____

This work, when completed WILL WILL NOT qualify me for horizontal movement on the salary schedule. I understand that I must provide proof of enrollment for lateral movement by June 1st of current year and official transcripts by September 1st in order to qualify for a change in column placement for the succeeding contract year. Official transcripts must arrive by September 1st. Column change will be effective July 1st. Before being placed on classes D, E, F, or G, proof of enrollment must be filed with the District.

Site Administrator's Approval: _____ Date: _____

Human Resources Approval: _____ Date: _____