

**REQUEST FOR APPROVAL OF COURSES FOR CREDIT ON SALARY SCHEDULE**

Before credit on the salary schedule will be granted, this form must be completed along with a Study Plan and have prior approval of the Superintendent **before enrolling in a course**. The course must be in your teaching field, or for certification in another area in the education field, and must be accepted in a University terminal degree program. Upon completion of the course, an official updated transcript must be forwarded to the Superintendent's office by the University.

Course Name	Course No.	No. of Semester Hrs Credit	In Teaching Field		If No, What Field
			Yes	No	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Teacher's Signature

\_\_\_\_\_  
 Date

- Approved
- Disapproved

\_\_\_\_\_  
 Superintendent

\_\_\_\_\_  
 Date