

CREDIT REQUEST FOR SALARY SCHEDULE PURPOSES

In accordance with the Master Agreement: Appendix A, Section C, it is understood and agreed that only those credits which can reasonably be expected to contribute to the teacher's effectiveness in his/her position in the field of education and are acceptable to the superintendent will be counted for salary purposes. Conditions for credits to be accepted include, but are not limited to: A) credits must be at the graduate level, and B) the request must be approved prior to the beginning date of the course.

PERSON REQUESTING CREDIT _____ DATE: _____

POSITION (i.e. Third Grade Teacher): _____

COURSE (Attach copy of registration form): _____

COLLEGE/UNIVERSITY: _____

LOCATION: _____

BEGINNING AND ENDING DATES OF COURSE: _____

NUMBER OF HOURS OF INSTRUCTION: _____

NUMBER OF CREDITS TO BE EARNED (Specify term or semester): _____

PUBLISHED COURSE DESCRIPTION (Attach) AND HOW IT RELATES TO TEACHING ASSIGNMENT (No request will be accepted without the published course description). If more room is needed, please use the back of this form.

Attach some form of verification that you have signed up for the course (such as a canceled check, college or university verification).

THIS REQUEST IS (Circle One):

APPROVED

Pending proof of successful completion

DENIED

Reason for Denial:

DATE

SUPERINTENDENT'S SIGNATURE