

PRIOR WRITTEN APPROVAL FOR GRADUATE STUDIES

I, _____, request that the following course(s) be approved for my advancement on the salary schedule. Horizontal Advancement shall be granted after completion of the required 15 hours as long as the teacher has secured prior written approval for such courses from the Director and evidence of satisfactory completion of the courses, in the form of official transcripts from the college/university, has been received by the Director. Such advancement shall be granted during the first pay period of the school year for official transcripts received by August 1st.

COURSE(S) FOR APPROVAL:

Course Name/Number: _____

Location of Course: _____

Credit Hours: _____ Official Transcript Received

Course Name/Number: _____

Location of Course: _____

Credit Hours: _____ Official Transcript Received

Course Name/Number: _____

Location of Course: _____

Credit Hours: _____ Official Transcript Received

Director's Signature

Employee's Signature

Date

Date

Official transcripts have been received in this office for the required 15 hours of college work; therefore, the payroll records should show advancement to _____ on the _____ pay period in the amount of _____.

Date

Director's Signature