

**PRE-APPROVAL REQUEST FOR
GRADUATE COURSEWORK CREDIT**

Name _____ Date Filed _____

Assignment _____ School _____

Title and description of course to be taken: (Submit application form for each course).

Course Title: _____

Course Number: _____

Course Description: _____

Institution: _____

Dates of Attendance: From: _____ To: _____

Is this work required for certification?

Yes _____; If yes, certification area: _____

No _____

Are these credits part of a degree program?

Yes _____; If yes, Degree _____ Major _____

No _____; If no, Describe course relevance to your current assignment: _____

Applicant's Signature

Approved _____ Disapproved _____

Supervisor

Approved _____ Disapproved _____

Assistant Superintendent for Administrative Services

Retain a copy for your files and forward all others to supervisor

Original - Personnel Services

1 Copy - Staff Member

2 Copy - Administrator