

REQUEST FOR APPROVAL OF GRADUATE COURSE WORK

BUREAU VALLEY COMM. UNIT #340

TEACHER'S NAME _____
SUBJECT TEACHING _____
WORK SITE _____

The above staff member request pre-approval to study graduate courses listed below at:

_____ (College offering graduate course) _____ (Location of class)
with the understanding that the credits or hours completed will be added to my present creditable hours for advancement of salary as set forth in the salary schedule.

DATES OF ATTENDANCE _____

COURSE NUMBER: HOURS: TITLE OF COURSE:

******ATTACH COURSE DESCRIPTION TO THIS FORM.**** (NEW!!)**

This course is being taken as part of a non-degree program
 This course is to apply toward the Master's Degree at
_____ (name of school)

REASON FOR CHOICE OF REQUESTED COURSE(S)-

I understand that this graduate course work should meet the requirements and provisions of the presently negotiated contract. See Article XII Professional Growth in the contract.

(Date requested)

(Teacher's signature)

APPROVED- \$200/hr
 APPROVED- \$150/hr
 REJECTED

(Principal's signature) (Date)

(Superintendent's signature) (Date)