

## Advanced Educational Preparation

**Directions:**

1. **Complete this form and submit in duplicate along with the course description/outline from the college to your principal for review no later than 15 work days prior to the start of the course. Principal will stamp date received, review the form, sign it and return to the employee within 3 workdays of receipt of the form.**
2. **The employee will forward to the Superintendent for approval within 10 work days prior the start of the course (see reverse to see guidelines for course approval)**
3. **When a decision is rendered you will receive a copy and one will be retained in the district office.**
4. **In order to receive credit for the course, you must submit a copy of your grade report or a transcript from the college within one month of the end of each semester. All grades turned in later than this deadline will be held for the following semester.**

Teacher: \_\_\_\_\_

Teaching Assignment(s): \_\_\_\_\_

Title of Course (include Course #): \_\_\_\_\_

Date Course Begins \_\_\_\_\_

Type of Course:	# of Credits
_____ Graduate	_____ Credits
_____ Undergraduate	_____ Credits

Accredited College/University: \_\_\_\_\_

**Course Rationale: Attach Course Description**

Describe in detail how taking this course will impact student achievement.

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**Administrative Use Only**

Principal \_\_\_\_\_ Reviewed \_\_\_\_\_ Date \_\_\_\_\_

Superintendent: \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

**Superintendent's Approval of Transcript:**

I have reviewed the attached transcript and approve movement on the salary schedule.

\_\_\_\_\_  
Signature of Superintendent of Schools

\_\_\_\_\_  
Date

## **Course Approval Guidelines**

The following guidelines will be used in consideration of graduate and undergraduate courses submitted for approval:

1. The purposes of further graduate/undergraduate courses for teachers are:
  - a. To supplement the instructional background of the teacher, and
  - b. To update the teacher on current educational strategies and practices, curricula, instructional techniques, classroom management skills, and directly related teaching/learning situations
  
2. Courses for which a college/university grants undergraduate or graduate credit:
  - a. Must have a direct relationship to the teacher's current area of work, and
  - b. Have a focus on educational issues or topics that apply to the teacher's specific teaching/learning situation
  
3. Graduate courses must be taught by the college or university that is granting the credit. The course must be a core course and/or an acceptable elective for an educational program of study and must be listed on the college or university catalog.
  
4. The District requires a grade of "B" or better to receive credit for an undergraduate/graduate course. P/F,S (for Satisfactory), A (for Audit), or CR (for complete courses) are not approved for salary compensation.