

COURSE APPROVAL FORM

Name of Staff Member \_\_\_\_\_

Assignment/Teaching Area \_\_\_\_\_

Title of Course \_\_\_\_\_ Semester Credit Hours \_\_\_\_\_

Course # \_\_\_\_\_ College/University \_\_\_\_\_

Semester & Year \_\_\_\_\_ Date & Time \_\_\_\_\_

Where is Course Offered \_\_\_\_\_

Purpose for taking course/relationship to building improvement plan \_\_\_\_\_  
\_\_\_\_\_

Is this course part of an approved advanced degree plan in your teaching field?

Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

Is this course in the subject area that you are teaching? Yes \_\_\_\_\_ No \_\_\_\_\_

All course work submitted for lane movement must be pre-approved by the Superintendent of Schools.  
All course work must also be supported by a **current transcript** submitted within 120 days of course completion. Transcripts must be received by **September 1st** of the current school year for salary schedule credit in the current school year.

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Acknowledgement/Endorsement \_\_\_\_\_ Date \_\_\_\_\_

Principal Comments (Optional) \_\_\_\_\_  
\_\_\_\_\_

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Approved \_\_\_\_\_ Denied \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_