

NORTH TONAWANDA CITY SCHOOL DISTRICT

APPLICATION FOR ADVANCED APPROVAL OF GRADUATE STUDY FOR SALARY CREDIT

- Directions: 1. Application should be submitted to the Executive Director of Educational Services well in advance of enrolling in course(s). This application must be accompanied by a course description from the college catalog. 2. A copy of the application will be returned within 10 working days of submission indicating approval or disapproval. 3. Upon completion of course(s) official transcripts must be received by the Personnel Office no later than August 31st to receive salary credit for the upcoming school year.

I. Applicant _____ School _____ (Last Name, First Name) * Please Print *

II. List the courses that you are anticipating taking this semester. Also, if possible, list the courses that you may take should your first choice not be available. Please note that if course(s) is not taken during the current semester this form will have to be resubmitted.

Table with 4 columns: College, Course No., Course Name, Sem Hrs. containing horizontal lines for data entry.

Applicant's Signature _____ Date _____

Approved by _____ (Superintendent or Designee)

- Disapproved _____ credit leading to Doctorate Degree not necessary for certification purposes relating to employee's current assignment. _____ credit not related to teacher's current assignment. _____ course description not included (resubmit). _____ other