



## **CREDIT HOURS PAYMENT ADVANCE APPROVAL FORM**

Teachers hired prior to July 1, 2018 will continue to receive a per credit hour permanent salary increase after permanent certification with the approval of the district superintendent and satisfactory completion of the course. Approval must be sought through the use of this advance approval form.

When a teacher signs up for a course, he or she must fill out this form, detailing the course, credit hours, etc. Once approved by the Superintendent, a copy will be sent back to the teacher and the original will be kept in Human Resources.

When a teacher satisfactorily completes an approved course, an **official grade report or transcript** must be sent to Human Resources for processing of payment.

Payment for credit hours will be granted October 1 and March 1 of each year upon the submission of official transcripts or official grade reports. Information received after the first day in either of these months will result in payment being processed during the next cycle. (October or March).

Please refer to any further details for these payments in the current teacher's contract. If you have any questions, please contact the Human Resources Office, ext. 5819.

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Date \_\_\_\_\_ Position \_\_\_\_\_

Course No. \_\_\_\_\_ Title \_\_\_\_\_

Sem. Hrs. \_\_\_\_\_ Start and End Date of Course \_\_\_\_\_

Name of Accredited Institution \_\_\_\_\_

Are you matriculated for a degree? \_\_\_\_\_ If so, what degree? \_\_\_\_\_

Is this course a part of a degree program? \_\_\_\_\_

Purpose for taking course: \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_ Employee Signature \_\_\_\_\_

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This employee is approved to take this course and, upon successful completion of the course, will be paid the graduate credit rate specified in the Teachers' Association Contract.

Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Please return to Human Resources.**

Date Official Transcript/Grade Report Received by HR \_\_\_\_\_ Course Grade \_\_\_\_\_ Initials \_\_\_\_\_

