



## Course Pre-Approval Request for Salary Advancement and/or Tuition Reimbursement

- Courses used to advance on the salary schedule must have had prior approval (documented by this form) from the Directors of Elementary and Secondary Education
- Please send completed form to the Director of Elementary or Secondary Education, depending on your current teaching assignment.
- Notification of approval or denial will be sent via email.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_  
(please print) (please print)

Staff ID/Social Security #: \_\_\_\_\_ Date of request: \_\_\_\_\_

Current teaching assignment: \_\_\_\_\_ Building: \_\_\_\_\_

Signature of teacher: \_\_\_\_\_

### Information provided for course substantiation:

Course name: \_\_\_\_\_ Course number: \_\_\_\_\_

Quarter/semester hours of course: \_\_\_\_\_

University: \_\_\_\_\_ City/State of University: \_\_\_\_\_

### Alignment to Formative Instructional Practices Goal:

Learning Goals     Assessment     Differentiation     Building Goal (specify) \_\_\_\_\_

**Check one or both boxes of the categories below, and then describe how this course will assist you in the development of your teacher growth, improvement of your teaching and/or in obtaining a new license/endorsement. Include course catalog description if available.**

This course will assist me in the development of my teacher growth and/or improvement of my teaching.

This course will assist me in obtaining a new license/endorsement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am also requesting pre-approval for tuition reimbursement.

### To be approved by the Directors of Elementary and Secondary Education:

Approved                       Not approved

\_\_\_\_\_  
Signature Director of Elementary Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Director of Secondary Education

\_\_\_\_\_  
Date