

Harrison Community Schools Course Credit Pre-Approval Worksheet

This form must be completed and submitted to the superintendent's office prior to your enrollment in order for the courses you complete to be considered for reimbursement as per Article XX, B of the Master Agreement or to be credited toward your progress on the salary schedule. (The following are deadlines for submission of this form: Fall Courses – August 1st; Winter Courses – December 1st; and Summer Courses – April 1st)

Employee's Name

Date

I am requesting approval to take the following course(s) to use toward advancement on the salary schedule, and/or I am requesting to be reimbursed upon successful completion of the following course(s) as specified in Article XX, C of the Master Agreement.

Course Number & Title	Institution/State (If not a Michigan institution, proof of accreditation must be attached to this form.)	# of Semester Hours	Date to be Completed

Credit hours earned in the above listed course(s) will be approved for salary purpose and/or reimbursement upon presentation of university or college transcript indicating a passing grade in the course.

Courses must be from an accredited college or university. The Course(s) should be either relevant to the employee's current assignment or be an approved course which is part of a planned program leading to an endorsement or an advanced degree in an educational field that will benefit the organization.

1) The above named institution is accredited by:

_____ NCATE (National council for Accreditation of Teacher Education)

_____ TEAC (Teacher Education Accreditation Council)

_____ AACTE (American Association of Colleges for Teacher Education)

_____ NCA (Higher Learning Commission)

_____ The State Department of Education in which the college/university is located.

2) _____ The course is part of a planned program leading to an advanced degree. The degree I'm pursuing is:

_____.

Supervisor Approval

Date

Superintendent Approval

Date