

Deposit Central Schools

Course Approval Form – Graduate Credit

NOTE: This form must be received in the Superintendent's Office at least 10 days prior to the start of the course. Approval will be granted at the discretion of the superintendent. Per the DTA contract, only courses that earn graduate credits on a transcript are eligible for salary increases. Regardless of course approval, it is the responsibility of the employee to ensure that the course will result in the accumulation of graduate credits or the salary adjustment will not be approved.

Applicant Information	
News	
Name:	Last
Filst	Lasi
College/University:	
Course Title:	Start Date:
Course ID:	Credit Hours:
Semester: Fall Spring Summer	
Employee's Signature	Date
Employees Signature	Date
Approved: Yes No	
Superintendent's Signature	Date
Confirmation of Completion	
Course Completed: Yes No	
Grade:	
Date Transcript Received: ** Official Transcripts	Reauired
Credit Increase scheduled for: September February	
Salary Adjustment Authorization	
Approved: Yes No	
Superintendent's Signature	Date
Supermenuents Signature	Dale