

Pre-Approval Request Form

Mr. Mike Williams
Maroa-Forsyth C.U.S.D. # 2
P.O. Box 738
Maroa, IL 61756

Dear Mr. Williams,

This is a request for pre-approval for further education, which I propose to take under the earned graduate credit provision of our contract.

This work will be taken to: _____

Meet the requirements for a Masters in _____

Help meet the professional assignment in the district _____

Class Opening and Closing Date _____

Semester hour credits _____

UNIVERSITY: _____

NAME OF COURSE: _____

NUMBER OF COURSE: _____

Please attach a copy of the catalog page showing description of course including name, number and University offering credit.

This _____ will _____ will not move me over on the salary schedule.

It is understood that reimbursement will be paid under the regulations, which are in force at the time the course opens. (Copy of policy on back)

_____	_____
Teacher's Signature	Date



Approved _____	_____
	Superintendent's Signature

Denied Reason: _____	_____
	Date Approved

13.6 Horizontal advancement on the salary schedule shall occur when Superintendent approved graduate courses from an accredited university are earned according to the following criteria:

- a.** Classes do not have to be part of an approved advanced degree program to go from BA to BA+8.
- b.** Classes do have to be part of an approved advanced degree program to go from BA+8 to MA.
- c.** Classes do not have to be part of an approved advanced degree program to go from MA to MA+8.
- d.** Classes do have to be part of an approved advanced degree program to go from MA+8 to MA+24.
- e.** Online courses may only constitute up to 1/3 (33%) of the advanced degree program. Online courses may be taken in reference to 13.6a and 13.6c. Online courses and online programs must be from state supported universities.
- f.** Professional Development Activities paid for by the district under section 5.8 will not be recognized for horizontal advancement.

Advancement, if any, on the salary schedule shall occur only at the beginning of the next school term.

13.7 Teachers earning approved credit from an accredited university shall be reimbursed at the rate of \$135.00 per hour subject to the following conditions:

- a.** A limit of twelve (12) semester credit hours during a period from September 1 through August 31 of the following year.
- b.** Courses must have the prior approval of the Superintendent.
- c.** Payment shall be made following submission or evidence of successful completion of the course work.