

This form works best when downloaded before completing.

CONTINUING EDUCATION FORM

Name _____

Date Submitted _____

Date Bachelors Degree Granted _____

Date Masters Degree Granted _____

CHECK ONE:

BACHELORS + SEMESTER HOURS

MASTERS + SEMESTER HOURS

NOTE: The hours above the degree must be related to the unit member's teaching area(s) as designated on Teaching License.

CHECK ONE:

Prior Approval Form

Final Approval Form

Instructions:

Prior Approval Form must be completed and submitted to the Superintendent's Office prior to course registration. List each course in which you intend to enroll. YOU MUST ATTACH A COLLEGE CATALOG COURSE DESCRIPTION FOR EACH COURSE LISTED BELOW.

Final Approval Form must be completed and submitted to the Superintendent's Office following course completion. List each class that has prior approval (or is to be evaluated for new staff) and ATTACH A TRASCRIPT FOR EACH COURSE LISTED BELOW. *Note: An unofficial transcript may be submitted for classes that do not affect pay. Official transcript, unopened or sent electronically directly to the superintendent's office, must be submitted for any classes that will affect pay. Paperwork affecting pay for a specific school year must be received by the Superintendent's Office on or before September 1 of that school year.*

Course #	Course Title	University	Start Date for Prior Approval OR Completion Date for Final Approval	Credit Hrs.	Approval Yes/No

COMMENTS:

(For Office Use Only)

Signature _____

Date _____

Superintendent or Designee

COMMENTS:

Copies to: _____ Teacher _____ Building Principal _____ Central Office

Date reviewed by the Superintendent of Schools if appealed: _____

COMMENTS: