

**East Granby Public Schools**  
**East Granby, Connecticut**

**COURSE APPROVAL REQUEST FORM**

**Administrative Regulations**

**4141**

All salary credit requests **must** be pre-approved by the Superintendent of Schools. Each credit must have at least 15 hours of class time. Only those courses which meet outside of the contracted calendar and are offered as **graduate level** courses at regionally accredited colleges and universities will be considered for salary advancement.

**IMPORTANT!** In order to advance on the salary scale you must indicate the professional level you expect to achieve on the Graduate Credit Status form distributed every October for the following school year. *You must also save copies of your **approved** Course Approval Request Forms and **keep track of the number of credits earned** towards completion of the professional level you expect to advance to. It is imperative that this information and required paperwork regarding degree and salary changes be submitted to the Board of Education office along with a completed **REQUEST APPROVAL FOR ADVANCEMENT ON THE SALARY SCALE form** as soon as you have completed the courses **AND** earned the necessary number of credits towards advancement on the salary scale.*

*It is the employee's responsibility to keep track of the number of credits earned towards their salary advancement. Please do not contact the board office. The superintendent will verify the number of credits and approve the employee's salary advancement upon submission and review of the relevant supporting documentation as noted above.*

**Approval Requested:** [Must be completed and approved **prior** to course registration]

Faculty Member: \_\_\_\_\_ Date \_\_\_\_\_

School Assignment: \_\_\_\_\_

College/University: \_\_\_\_\_

Course Title/Number/Description/Course Credit Hours Assigned:

*(Please print and attach a course description from the college/university catalog or website).*

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

Term/Meeting Dates: \_\_\_\_\_ to \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

*Superintendent's Signature:* \_\_\_\_\_ *Approval Date:* \_\_\_\_\_