

ARLINGTON CENTRAL SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
PRIOR APPROVAL APPLICATION
FOR GRADUATE OR IN-SERVICE SALARY CREDIT

PLEASE COMPLETE THIS APPLICATION PRIOR TO THE BEGINNING OF THE COLLEGIATE OR IN-SERVICE COURSE(S). AFTER PROVIDING THE INFORMATION BELOW, PLEASE FORWARD ENTIRE FORM TO YOUR PRINCIPAL FOR REVIEW. WHEN THE COURSE(S) ARE APPROVED, A COPY OF THIS FORM WILL BE RETURNED TO YOU FOR YOUR RECORDS.

UPON COMPLETION OF THE COLLEGIATE OR IN-SERVICE COURSE(S), PLEASE SUBMIT A TRANSCRIPT OR CERTIFICATE OF COMPLETION TO THE OFFICE OF PROFESSIONAL DEVELOPMENT AT CAO. COLLEGIATE AND IN-SERVICE CREDITS ARE CALCULATED TWICE A YEAR: OCTOBER 1 AND MARCH 1. DISTRICT APPROVED IN-SERVICE CREDITS MAY ONLY BE ACCUMULATED IN BLOCKS OF 3 HOURS TO MEET THE FIFTEEN (15) HOUR REQUIREMENT FOR ONE (1) IN-SERVICE CREDIT.

DATE: _____

NAME: _____ BUILDING: _____

PRESENT DEGREE STATUS ON SALARY SCHEDULE: BACHELORS { } MASTERS { }

{ } SALARY CREDIT IS REQUESTED FOR ADDITIONAL COLLEGIATE:

	<u>NAME OF COURSE(S)</u>	<u>COLLEGE / ORGANIZATION</u>	<u>DATES MO/YR – MO/YR</u>	<u>CREDITS</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

{ } SALARY CREDIT IS REQUESTED FOR IN-SERVICE:

	<u>NAME OF COURSE(S)</u>	<u>ORGANIZATION</u>	<u>MO/YR – MO/YR</u>	<u>TIME</u>	<u>HOURS</u>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____

Please complete a Conference Form if the requested in-service takes place while school is in session.

HAVE YOU EVER TAKEN A SIMILAR COURSE? _____ IF SO, PROVIDE TITLE OF COURSE AND SCHOOL:

COMMENTS:

APPROVED BY: _____ PRINCIPAL _____ DATE _____ DIR. OF PROF. DEVELOPMENT _____ DATE _____

(FOR OFFICE USE ONLY)

COLLEGE CREDIT	IN-SERVICE CREDIT	IN-SERVICE HOURS CARRIED