

Dolores Schools Re-4A
Licensed Staff
Request for Credit/Coursework Approval

Teacher _____ Date _____

- Requests for Credit/Coursework Approval forms need to be submitted no later than **May 31st** of each year.
- Upon completion of the course, a report card or letter of completion by the instructor, must be submitted to the district office no later than **September 10TH** in order to receive the \$50 per credit added to your salary.
- An official transcript of the course taken must be submitted to the district office no later than **December 15**.

Coursework _____

Name of the Course _____

Date of the Course _____

Credits _____

College/Institution in which credit is being offered: _____

All coursework credits requested must meet one or more of the following criteria.
(please check one or more)

- _____ improve or enhances my teaching abilities/skills
- _____ the course is work on an advanced degree in an educational field
- _____ meets professional growth plan goals
- _____ is one of the district focus areas
- _____ meets improvement and/or remediation plan requirements
- _____ is a graduate level course

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date _____

- Principal and/or Superintendent's approval must be received prior to the first class meeting or when the class begins.