College Course Pre-Approval Application

The Board of Education, acknowledging that rigorous continuing education requirements for renewal of professional certificates are required by the Department of Elementary and Secondary Education, offers support through lateral movement on the certified salary schedule for approved coursework. Board policy GCBA states the guidelines for lateral salary movement including the flexibility to make decisions whether or not to award lateral movement based on the financial condition of the District.

Teachers are encouraged to obtain prior approval for coursework beyond a Bachelor's Degree. Teachers are **required** to obtain prior approval from the Assistant Superintendent of Personnel and Support Services for coursework for advanced credit beyond a Master of Education program. <u>Prior approval is due to the Assistant Superintendent of Personnel and Support Services in the school year prior to the year the employee plans to receive lateral movement credit.</u>

Certified Employee's Name:	Building:				
Name of Course	Course Number	Hours Earned	Institution Awarding Credit	Estimated Course Completion Date	
NA I-					
Total Hours *Attach an additional page of t	his form if more	space is needed.	910		
Describe the impact this course			ignment:		
Is this course or courses to be u	sed for credit bey	ond the Master's Deg	gree?	10	
Is this course or courses part of	an advanced degi	ree program of study	?	/es 🗌 no	
If yes, what is the advanced deg	ree being sought?	? Educational Spe	cialist Doctorate		
If part of an advanced degree, w	when is the anticip	oated date of degree	completion? Date:		
Central Office Approval Signature:			Date	Date:	
Upon approval you will receive	a confirmation en	nail and copy of the p	re-approval form sent	to your District email	

Rev. 8.2015 Policy Reference GCBA-R1

account.