

DERRY AREA SCHOOL DISTRICT
DERRY, PENNSYLVANIA

GRADUATE CREDITS - PRIOR APPROVAL REQUEST

This request should be submitted to the office of the Superintendent in duplicate at least 10 days prior to enrollment.

All graduate credits must be earned in present teaching field or in areas enumerated in Article VI of the current professional contract. All other credits must have prior approval if they are to be considered for credits toward the salary scale. Approval shall be given only for graduate credits earned from institutions approved by the Pennsylvania Department of Education. For salary scale adjustment, an official transcript shall be presented to the Superintendent's office indicating the earned credits.

NAME _____ DATE: _____

TEACHING ASSIGNMENT: GRADE _____ SCHOOL _____
SUBJECT _____

AREAS OF CERTIFICATION: _____

CHECK THE CATEGORY YOU ARE CURRENTLY IN:

- | | | |
|---|--|--------------------------------------|
| BACHELORS <input type="checkbox"/> | BACHELORS +15 <input type="checkbox"/> | MASTERS <input type="checkbox"/> |
| MASTERS EQUIV. <input type="checkbox"/> | MASTERS +15 <input type="checkbox"/> | MASTERS +30 <input type="checkbox"/> |
| MASTERS +45 <input type="checkbox"/> | MASTERS +60 <input type="checkbox"/> | |

WILL THESE CREDITS MOVE YOU TO THE NEXT SALARY STEP? _____

COURSE(S) FOR WHICH PRELIMINARY APPROVAL IS REQUESTED:

A. INSTITUTION OF HIGHER LEARNING _____
DEPARTMENT _____
TITLE OF COURSE: _____
NUMBER OF CREDITS _____ STARTING DATE: _____
GRADUATE _____ UNDERGRADUATE _____ IN-SERVICE _____

B. INSTITUTION OF HIGHER LEARNING _____
DEPARTMENT _____
TITLE OF COURSE: _____
NUMBER OF CREDITS _____ STARTING DATE: _____
GRADUATE _____ UNDERGRADUATE _____ IN-SERVICE _____

SIGNATURE _____ DATE: _____

APPROVED DISAPPROVED