

# VALLEY FALLS – U.S.D. #338

## APPLICATION: APPROVAL FOR COLLEGE HOURS

IN ACCORDANCE WITH THE AGREEMENT BETWEEN THE BOARD OF EDUCATION AND THE VALLEY FALLS EDUCATION ASSOCIATION, IN ORDER FOR COLLEGE HOURS TO APPLY TO ADVANCEMENT ON THE SALARY SCHEDULE, THEY MUST BE APPROVED IN ADVANCE BY THE SUPERINTENDENT.

THIS FORM IS TO BE FILLED OUT IN DUPLICATE AND BOTH COPIES RETURNED TO THE DISTRICT OFFICE. ONE COPY OF THIS FORM WILL BE RETURNED TO YOU INDICATING APPROVAL OR DISAPPROVAL.

Name  Date

I intend to secure the following hours and desire them to count toward advancement on the salary schedule. Please be specific.

COURSE TITLE	COURSE NUMBER	HOURS CREDIT	FIELD OR SUBJECT AREA

COLLEGE OR INSTITUTION FROM WHICH THE HOURS WILL BE EARNED

Expected Completion Date

Are these graduate credit hours?  Yes  No

Please state the reasons you feel the hours listed should be credited for advancement on the salary schedule. Be as specific as possible and indicate why you feel it will benefit you and the district in your present position.

APPROVED  DENIED FOR THE FOLLOWING REASON(S)

SIGNATURE OF SUPERINTENDENT

DATE