

Eugene School District 4J
Human Resources Department

COURSEWORK APPROVAL FORM
MASTERS+90 COLUMN

Name: _____ Location: _____ Date: _____ Employee Number: _____

To be eligible for inclusion on the Masters+90 column, all courses taken past the Bachelors+90 w/Masters or Masters+45 column must be courses for which graduate school credit is granted unless a comprehensive plan is submitted and approved as described in Article 4.5.3(g) of the Collective Bargaining Agreement.

This form is to be submitted to the Human Resources Department for approval of coursework taken beyond the B+90/MA or M+45 column (to be used for placement on the M+90 column).

Date of course	Course title	College/University	Provide a brief description of how the content of each course indicated is relevant to and will contribute to your professional development as a District 4J employee

All Documentation related to Column Advancement applications must be submitted to Human Resources by **October 15**, to be considered for the current contract year.

Date of course	Course title	College/University	Provide a brief description of how the content of each course indicated is relevant to and will contribute to your professional development as a District 4J employee

All Documentation related to Column Advancement applications must be submitted to Human Resources by **October 15**, to be considered for the current contract year.

SIGNATURE	
_____ Employee Signature	_____ Date

HR use only

HR Administrator/ Department Director: Comment on the approved courses and whether the courses are relevant for the position and overall district professional development goals.
If applicable, describe any course work not approved for application toward column advancement.
SIGNATURE
_____ Human Resource/Department Director Signature _____ Date