



Prior Approval Application for Salary Advancement

Teacher's Name

Present Assignment (Grade, Subject)

It is my intention to take the following course(s):

Course Number & Title	Units	Day	Time	Time of Year	Accredited to: (Not necessarily where class held, but what institution grants the credit.)

Has the applicant ever taken this same course before? If so please explain your request to take it again.

Has the applicant ever taken a course similar to this? If so, how is this course different?

Does the class requested have a direct bearing upon the instructional responsibilities of the applicant? If not, why not?

(Teacher's Signature)

Date

Prior approval is granted.

Prior approval is not granted.

(Director of Human Resources Signature)

Date