

APPLICATION FOR UNDERGRADUATE HOURS APPROVAL

INSTRUCTIONS: Complete this form and turn it in to your building principal.

No undergraduate hours may be used for salary advancement unless approved in advanced by the Superintendent.

Teacher: Building:

University or college:

Date Class Begins: Time Class Begins:

Location of Class:

Course Title Class Number

Credit Hours

TOTAL HOURS

Teacher's Signature _____ Date

CENTRAL OFFICE USE

Date Received:

Action on request: APPROVED
DENIED

HOURS:

Superintendent's Signature _____ Date: