

**SCOTCH PLAINS-FANWOOD SCHOOL DISTRICT**  
**COURSE PRE-APPROVAL FORM I**

TO: SUPERINTENDENT/DESIGNEE \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ LOCATION: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ GRADE/ASSIGNMENT: \_\_\_\_\_

YEAR: \_\_\_\_\_ SEMESTER: (Summer) \_\_\_\_\_ (Fall) \_\_\_\_\_ (Winter) \_\_\_\_\_

***CHECK HERE IF YOU ARE APPLYING FOR:***

\_\_\_\_\_ (1) Approval for tuition reimbursement

\_\_\_\_\_ (2) Approval for salary advancement

\_\_\_\_\_ (3) Both

**PLEASE SEEK COURSE APPROVAL PRIOR TO REGISTRATION WITH ACCREDITED COLLEGE OR UNIVERSITY AND COMPLETE A SEPARATE FORM TO REQUEST PRE-APPROVAL FOR EACH COURSE.**

Tuition Cost: \$ \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Tuition Cost Per Credit: \$ \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*\*YOU MUST ATTACH A COPY OF THE COURSE DESCRIPTION\*\*\***

Name of Accredited College/University: \_\_\_\_\_

Address of Accredited College/University: \_\_\_\_\_

Is this a graduate level course? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is this course part of a matriculating program? \_\_\_\_\_ NO \_\_\_\_\_ YES – DEGREE: \_\_\_\_\_

***THIS COURSE DIRECTLY RELATES TO:***

\_\_\_\_\_ (1) Current assignment or future job responsibilities within the District

\_\_\_\_\_ (2) An Additional Certification

\_\_\_\_\_ (3) A Promotional Assignment

Please explain how: \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**FOR SUPERINTENDENT OFFICE USE ONLY:**

**Date Received:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_ **Approval Date:** \_\_\_\_\_