

**CREDIT APPROVAL FORM**  
**(Must complete for each course prior to enrollment)**

Teacher's Name: \_\_\_\_\_

**The Master Contract States:**

“Subd.1. Germane: All graduate semester credits counted for salary schedule credit must be germane to the licensure or teaching assignment as determined by the School District and have prior written approval of the Superintendent or his/her designee with right of appeal to the Superintendent.”

College/University: \_\_\_\_\_

Course Number: \_\_\_\_\_

Class Title: \_\_\_\_\_

Course Attendance Dates: \_\_\_\_\_

Number of Semester Credits: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's signature

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent's signature

**Please provide a transcript, letter or verification signed by the professor, grade report, or other evidence of qualified graduate credits to Lisa Ahrenstorff at the District Administration Office no later than 4:00 p.m. on August 25th for proper salary schedule placement. To finalize the approval of graduate credits, an official transcript must be filed in the office of the Superintendent of Schools no later than January 1<sup>st</sup> of the school year. If you have questions or need further clarification regarding lane changes, please refer to your Teacher Master Agreement, Article VI, Section 4.**