



GERMANTOWN SCHOOL DISTRICT  
PERMIT FOR UNIVERSITY GRADUATE CREDIT

**EMPLOYEE IDENTIFICATION**

Name  Date:  Building   
Certification:  Grade Level/Department

- Directions:**
1. Complete all information on this form
  2. Submit only one course per form for prior approval to the Director of Curriculum and Instruction
  3. Retain a copy for your records
  4. A copy will be returned to you to verify approval or disapproval
  5. Upon completion of the course, send a transcript of credits to the Human Resources office.

**COURSE INFORMATION**

In accordance with Section 1200 of the GEA Master Agreement, I hereby request approval to enrolling the following course during the:

1st,  2nd, or  summer semester of the  school year.

Course #	Course Name	Credit Hours	Institution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course description

**SALARY SCHEDULE ADVANCEMENT**

To be eligible for a horizontal salary schedule advancement, this form must be approved by the Director of Curriculum and Instruction on or before **May 15** of the preceding school year. The salary schedule advancement will be processed after an official transcript of credits has been filed with the Human Resources office.

- The completion of the above course **will not** make me eligible to advance on the salary schedule.  
 The completion of the above course **will** make me eligible to advance on the salary schedule to:

- |   |   |
|---|---|
| <input type="checkbox"/> Division 2 (Bachelor's +15)  | <input type="checkbox"/> Division 5 (Bachelor's +60)* |
| <input type="checkbox"/> Division 3 (Bachelor's +30)  | <input type="checkbox"/> Division 5 (Master's +15)    |
| <input type="checkbox"/> Division 4 (Bachelor's +45)* | <input type="checkbox"/> Division 6 (Bachelor's +75)* |
| <input type="checkbox"/> Division 4 (Master's)        | <input type="checkbox"/> Division 6(Master'sr +30)    |

The advancement will be effective the:

- 1st semester of the  school year  
 2nd semester of the  school year

\* This provision is only available to employees employed prior to January 1, 1993.

**DISTRICT USE ONLY**

Date Received

- Course Approved  Course Disapproved

Director of Curriculum & Instruction

Date

Copy Sent