



Dracut Public Schools Graduate Credit Approval Form

IMPORTANT: All courses being taken for credit to be translated into the context of the salary schedule must be pre-approved. Please refer to Appendix A-4 of the DTA contract to review the requirements. Proof of successful completion of all pre-approved courses must be submitted, in person, to the Office of the Superintendent by **September 1st** in order to be counted towards any salary increment. You must provide a transcript with a passing grade and complete the appropriate section of your advanced degree credit packet.

Please complete the entire Graduate Credit Approval Form and attach a course description. If seeking the \$100 reimbursement please submit a Tuition Reimbursement Form and submit to your Building Principal for approval and then to the Director of Curriculum, Instruction and assessment or the Director of Student Services.

Please submit this form at least two weeks prior to taking the course.

Name: _____ Date: _____

School _____

Professional Assignment: Grade or Subject(s): _____

Total Graduate Credits to Date (Do Not Include Course Below) _____

Course Title: _____

Course Catalogue Number _____ # of Graduate Credits _____

College or University _____

Period of Course From: _____ To _____

Is this an online Course Yes No

Is this course is part of a Master's Degree Doctorate CAGS Program

 Approved Not Approved Reason _____

School Principal _____ Date _____

Approve Not Approved Reason _____

Director of Curriculum, Instruction and Assessment _____ Date _____

Or Director of Student Services _____ Date _____

Approve Not Approved Reason _____

Superintendent of Schools _____ Date _____