

QUINCY PUBLIC SCHOOLS
Course Acceptance Request Form
(Basis for Promotional Credit on Salary Schedule)

This form is to be submitted to your principal and must be approved by your principal
and the Assistant Superintendent **prior to taking a course.**

Teacher:		Date:	
Grade/subject taught:		<u>Current</u> highest degree held:	

Course Name course/courses:	Course Number	# hours	Name of college/university:

- Are these courses designated as ***graduate*** courses by the educational institution? ☐ Yes ☐ No

- Do you plan to apply the credit(s) toward advancement on the salary schedule? ☐ Yes ☐ No

- Reasons for taking course/courses (*in addition to use as a basis for promotional credit on the salary schedule*):

- Will the university approve these courses toward your next highest degree? ☐ Yes ☐ No

- Do you plan to apply the credit(s) earned toward the completion of work for a higher degree? ☐ Yes ☐ No

- If yes, what degree? _____

Note: *In order that each 1/3 year of training (10 semester hours of credit) in which the third 1/3 year ends in a potential degree may be recognized for increment on the salary schedule, official certification from the college or university concerned must be placed on file in the office of the Board of Education showing that the teacher has been accepted to candidacy for the next higher degree and that the college or university credits involved are, or will be, counted in partial fulfillment of the requirements for the degree.*

- Approvals indicated below are contingent upon meeting conditions set forth in the Note above.

- Approval and acceptance does not impose any obligation upon the District to continue your employment.

☐ **Approved** ☐ **Not approved**

Remarks: _____

Signed: _____ Date: _____
(Principal)

☐ **Accepted** ☐ **Not accepted**

Remarks: _____

Signed: _____ Date: _____
(Assistant Superintendent, Curriculum & Instruction)