

MCS D: MTA Contract Article 37 Section B(1) Graduate Credit Approval Form

Teacher Name		Date Submitted:	
Building/Assignment			

Section 1: Prior to course registration please submit the following information (attach materials as necessary):

Name of College/University:			
Course Title and Course Number:			
Number of Credits:		Semester Dates:	
Course Description: (attach documentation if appropriate)			
A description of how the work may be presumed to add to the teacher's competence: (attach documentation if appropriate)			

Approval to Register for Course (for completion by Central Office: return to teacher within 5 business days from receipt):

Signature of Administrator: _____

Date: _____

- Approved*
- Not Approved (Reason _____)*

Section 2: After Course Completion, submit a copy of this form with approval signatures (above), course transcript and the following additional information:

Date of Course Completion: _____

Teacher Signature: _____ Date Submitted: _____

Approval for Payroll (for completion by Central Office):

Signature of Administrator: _____

Date: _____

- Approved for payment*
- Not Approved (Reason _____)*