

**Professional Personnel**

**Exhibit – Subject Approval**

**SUBJECT APPROVAL FORM**

NAME OF TEACHER \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE OR SUBJECT \_\_\_\_\_  
 DATE SUBJECT TAKEN (BE SPECIFIC) \_\_\_\_\_ TO \_\_\_\_\_  
 (BEGINS) (ENDS)

WHEN WERE YOU LAST IN SCHOOL OR WHEN DID YOU LAST EARN COLLEGE CREDITS?

WHERE IS THIS SUBJECT TO BE TAKEN? \_\_\_\_\_

FROM WHAT SCHOOL? \_\_\_\_\_

RESIDENCE \_\_\_\_\_ CORRESPONDENCE \_\_\_\_\_ EXTENSION \_\_\_\_\_

ARE YOU NOW PAID ON THE DEGREE COLUMN OF THE SALARY SCHEDULE? \_\_\_\_\_

HOW MANY CREDITS HAVE YOU BEEN ALLOWED ON THE SALARY SCHEDULE? \_\_\_\_\_

ARE YOU ENROLLED IN GRADUATE SCHOOL? \_\_\_\_\_

IS THIS SUBJECT BEING TAKEN TO MEET REQUIREMENTS FOR A GRADUATE DEGREE? \_\_\_\_\_

WHAT GRADUATE DEGREE ARE YOU WORKING ON? \_\_\_\_\_

ARE YOU RECEIVING FINANCIAL AID FOR THIS SUBJECT? \_\_\_\_\_

SUBJECT NUMBER	NAME	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: APPROVAL DOES NOT NECESSARILY MEAN YOU WILL RECEIVE REIMBURSEMENT OF 75% OF TUITION COSTS. SEE EMPLOYEE HANDBOOK AND TEACHERS WORKING AGREEMENT RELATIVE TO PROCEDURE FOR REIMBURSEMENT.

USE SEPARATE SHEETS FOR EACH SEMESTER  
MAKE IN DUPLICATE