

EAST WINDSOR PUBLIC SCHOOLS
EAST WINDSOR, CONNECTICUT

REQUEST FOR COURSE APPROVAL

(duplicate copy no longer necessary)

TO: Asst. Superintendent of PK-12 Instruction
East Windsor Public Schools

I wish to request approval for the following graduate course:

Course Title: _____

Course No.: _____ No. of Credits: _____

Where Offered: _____

When Offered: _____ to _____

This course is designed to improve proficiency in _____

Signature _____

Print Name _____

School _____

Date _____

Approved

Not Approved

Signature – Asst. Superintendent of PK-12 Instruction Date

PLEASE NOTE:

1. Individual graduate courses that are part of a planned program leading to a graduate degree do not require approval. Submit a copy of your planned program before starting courses. Once approved, all graduate courses listed on the planned program are approved. Course changes in a planned program must receive prior approval.
2. Approval of planned programs or individual graduate courses is for advancement on the salary schedule only. Prior approval does not imply approval of any special arrangements such as time off, early dismissal, or professional days, etc. that may be a requirement or expectation of the graduate course or the instructor.