

*The Public Schools of*  
***NORTHBOROUGH & SOUTHBOROUGH***  
**Request for Coursework Approval Form**

Date: \_\_\_/\_\_\_/\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

Please check appropriate lane being applied for:

B+15     Masters     M+18     M+36/CAGS     M+60     Doctorate

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**Please read these directions carefully before completing and submitting a separate form for each course:**

1. This form must be completed, submitted, and approved by the Superintendent of Schools prior to the course start date.
2. The school's course description must accompany the request form.
3. Coursework must be taken at an accredited institution for graduate studies or be identified as courses receiving approved "in-District credit."
4. Approval for 12 on-line credit hours per school year will be granted.\*

College/University: \_\_\_\_\_

# of Credits: \_\_\_\_\_ Course Start Date: \_\_\_/\_\_\_/\_\_\_

Course Title: \_\_\_\_\_

Course Content: *(Please attach the school's course description.)*

Explain how this course aligns with the District's Strategic Plan, school improvement plan or professional development plan: *(Attach a separate sheet if more room is required.)*

\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
*Staff Member Signature*

\_\_\_\_\_  
*Date*

**The proposed coursework is:**  **Approved**     **Denied** \_\_\_\_\_

\_\_\_\_\_  
*Director of Human Resources or Superintendent of Schools*

\_\_\_\_\_  
*Date*

\*Refer to applicable association contract for details.