

MID-PRAIRIE COMMUNITY SCHOOL DISTRICT

**PRIOR REQUEST AND GRADUATE CREDIT CERTIFICATION FORM**

EACH SECTION OF THIS FORM MUST BE COMPLETED AND AN OFFICIAL  
TRANSCRIPT ON FILE FOR GRADUATE CREDIT TO BE USED FOR HORIZONTAL  
ADVANCEMENT ON THE SALARY SCHEDULE

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SECTION 1: TEACHER'S REQUEST

Teacher is to complete this section prior to enrollment in a graduate course.

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

Graduate Course Title \_\_\_\_\_ No. Credit Hours \_\_\_\_\_

Name of College/University \_\_\_\_\_

Description of how this course applies to teaching assignment:

Teacher's Signature \_\_\_\_\_

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SECTION 2: SUPERINTENDENT'S ACTION

Superintendent is to complete this section and return a copy of the form to the teacher.

Date received in Superintendent's office: \_\_\_\_\_

The graduate course is: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Contact Superintendent if you wish to discuss decision.

Superintendent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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SECTION 3: OFFICIAL TRANSCRIPT OF GRADUATE CREDITS AND GRADES

Date transcript received in Superintendent's Office \_\_\_\_\_

Superintendent's signature \_\_\_\_\_