

**FRANKLIN NORTHWEST  
PROFESSIONAL DEVELOPMENT**  
*(FRANKLIN, HIGHGATE, SHELDON, SWANTON, FRANKLIN NW, MVU SCHOOL DISTRICT)*

***Activity Request /Coursework Approval Form***

***This request for approval must be submitted to the Superintendent  
BEFORE the activity takes place.***

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

School Employed: \_\_\_\_\_

\*\*\*\*\* ***For Approval*** \*\*\*\*\*

1. Name/title of activity/course: \_\_\_\_\_

2. Institution (as applicable): \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Date(s) of Course: (Beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_

5. Credits applied for: \_\_\_\_\_

6. Credits are to be awarded to \_\_\_\_\_ endorsement code(s).

7. Course Number : \_\_\_\_\_

8. Course Description: \_\_\_\_\_

\_\_\_\_\_

9. Source of Funds:(*Check One*)    \_\_\_ School Funds    \_\_\_ From a Grant    \_\_\_ Other Source

10. Tuition Fee: \_\_\_\_\_

**TYPE OF APPROVAL REQUESTED: (CIRCLE THE APPROPRIATE NUMBER):**

1. Graduate credit for advancement on salary schedule only
2. Graduate credit for reimbursement and advancement
3. Reimbursement for workshop or conference

Approved:    1    2    3

Denied:    1    2    3

**\*\*It is the professional's responsibility to submit college tuition invoices to the Central Office/Bookkeepers.**

*Teacher's signature below indicates agreement to abide by Master Agreement as it pertains to reimbursement and eligibility.*

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

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

\_\_\_\_\_  
*Superintendent's Signature*

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

\*Approval subject to availability of funds

Date Rec'd (office use) \_\_\_\_\_