

**LOUISVILLE SCHOOL
CLASS APPROVAL FORM**

This form is to be used by any teacher who desires to seek approval from the Superintendent and Board of Education to attain college hours for advancement horizontally past the Master's column on the Louisville salary schedule. This form must be submitted to the Superintendent and Board of Education prior to the start of the class being taken by the teacher.

Information below too be filled out by teacher requesting approval:

Teacher Name

College Name

Class Name

Class Number

Number of Credits for Class

Date of First Class Session

Provide a brief description of the class and proposed educational value to the students of Louisville Schools.

Information below to be completed by the Superintendent and Board of Education

Date received by Superintendent
(must be prior to Date of First Class Session)

Date of Board Meeting

_____ Approved

_____ Denied

Signature of Superintendent

Signature of Board President

Information below too be filled out by teacher requesting approval:

Teacher Name

College Name

Class Name

Class Number

Number of Credits for Class

Date of First Class Session

Provide a brief description of the class and proposed educational value to the students of Louisville Schools.

Information below to be completed by the Superintendent and Board of Education

Date received by Superintendent
(must be prior to Date of First Class Session)

Date of Board Meeting

_____ Approved

_____ Denied

Signature of Superintendent

Signature of Board President