

**FRANKLIN BOROUGH SCHOOL
GRADUATE COURSE PRIOR APPROVAL FORM
FY _____**

TEACHER:	DATE:
GRADE LEVEL/AREA EMPLOYED:	AREA OF CERTIF:
TOTAL CREDITS OBTAINED DURING THIS CURRENT SCHOOL YEAR (JULY 1-JUNE 30) IN THE FOLLOWING CATEGORIES: (Excluding this course) Within Field/Area (12 allowed per year) _____ Outside Field/Area (3 allowed per year) _____	
REQUESTED COURSE: TITLE: <div style="text-align: center;">COURSE NO.:</div>	
INSTITUTION:	SEMESTER:
DO YOU BELIEVE THIS COURSE IS <input type="checkbox"/> Within Field/Area <input type="checkbox"/> Outside Field/Area	CREDITS FOR THIS COURSE: _____ PRESENT STEP ON GUIDE: _____
BRIEF DESCRIPTION OF COURSE (or attach course description):	
SUPERVISOR OF INSTRUCTION'S COMMENT	
Signature	Date
SUPERINTENDENT'S DECISION: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected (pursuant to contract) Comment:	
Signature	Date
NOTE: Teachers may list alternate courses they may take in the event that a course is closed or canceled and teachers may obtain approval after enrolling in a course if the course they originally submitted for approval is closed or canceled. Please complete a new form.	

NOTE: If this form is completed and approved, Reimbursement Form does not need to be completed *in its entirety*.