

**ARLINGTON PUBLIC SCHOOLS**  
**Request for Individual Course Approval**

Must be submitted prior to participation in each course and a copy of the approved request must be on file in the Superintendent's Office to be eligible for reimbursement.

Forward request to the Superintendent's of Schools via Department Chairperson and/or Principal. **Please submit in duplicate.**

Present Degree and Professional Status

- BA/BS
- MA/MS
- CAGS
- Doctorate
- Professional Status
- Non-professional Status

COURSE DETAILS:

Full Title \_\_\_\_\_

Date Course Begins \_\_\_\_\_ Institution \_\_\_\_\_

Number of Credits \_\_\_\_\_ Number of Sessions \_\_\_\_\_

Session Length (Hours) \_\_\_\_\_ Tuition Cost \_\_\_\_\_

THE COURSE IS:

- Part of an approved program
- Independent of a program
- Approved by Institution
- Approved by School System

REQUESTED COURSE APPROVAL FOR:

- Increment Credit
- Reimbursement per Contract

Signed: \_\_\_\_\_ School/Dept. \_\_\_\_\_

Reviewed by:

Department Chairman \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

ACTION:

- Approved
- Increment Credit
- Reimbursement
- Disapproved
- Increment Credit
- Reimbursement

\_\_\_\_\_  
Asst. Superintendent's Signature

In order to obtain credit for a course, approval prior to the start of the course must be obtained. Submit a separate Request for Individual Course Approval for each course. It is advisable to submit requests two weeks in advance of the course starting date.