

**PORT BYRON CENTRAL SCHOOL  
ADVANCED EDUCATIONAL PREPARATION**

Complete Section A when applying for approval of courses/graduate hours. Courses taken without prior approval will be denied. **Please return to Janet Tamilio in the District Office.**

**A. APPLICATION FOR APPROVAL OF COURSES/GRADUATE HOURS**

Person requesting approval: \_\_\_\_\_

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Course to Begin: \_\_\_\_\_ Graduate Program In: \_\_\_\_\_

Toward What Type of Degree: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

**Approval of PRINCIPAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval of SUPERINTENDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**When course work is complete,  
please return an official transcript to Janet Tamilio in the District Office.**

OFFICE USE ONLY:

**B. INFORMATION FOR ADVANCEMENT ON SALARY SCHEDULE**

COMPLETED COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Last Degree Earned: \_\_\_\_\_

Advanced Credit Hours Previously Earned: \_\_\_\_\_

Hours of Graduate Credit Just Completed: \_\_\_\_\_

Total Graduate Hours Earned: \_\_\_\_\_

Advanced Degree Earned (if any): \_\_\_\_\_

**Approval of SUPERINTENDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Cc: Teacher