



# Mt. Zion Community Unit School District #3

Dr. Travis R. Roundcount, Superintendent  
1595 W. Main St.  
Mt. Zion, IL 62549

Phone: 217.864.2366

Email: [tr@mtzschoos.org](mailto:tr@mtzschoos.org)

## Graduate Hour Request Form

**Teacher's Name:** \_\_\_\_\_ **Building Assignment:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form requests prior permission from the Superintendent to enroll in the following course(s) for advancement on the Salary Schedule.

Course Name	Course #	University	# of Course Credits	Year & Term

PLEASE NOTE: The Superintendent will return an approval confirmation for the above requests. In order to receive credit for graduate hours on the salary schedule, the teacher must provide the District Superintendent's office with an official copy of the completed grade report indicating a grade B or higher. Therefore, courses taken Pass/Fail will not be included in movement on the salary schedule unless the University Policy (an instructor's letter doesn't count as the University Policy) indicates a Pass Course Grade equivalent to or above "B" work. In addition, it is the teacher's responsibility to know how the course grade will be posted and provide the Superintendent with the University Policy on Pass/Fail courses. Completed grade reports received by the Superintendent's Office on or before the first Teacher Institute Day in August (considered the beginning of the current school year), will be applied to that school year's salary schedule; reports received on or after the first day with students will be applied to the following year's salary schedule. An official transcript from an accredited university must be provided to the Superintendent upon completion of a Master's Degree program, indicating Degree and date awarded.

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

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

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

*Mt. Zion Community Unit School District: "A Great Place to Learn"*

*Working with families to fully develop every child's ability to be a life-long learner and contributing member of society.*