



MT. ZION . . .
a great place to **LEARN**

Mount Zion Community Schools

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

Graduate Hour Request Form

Date: _____

*Teacher's Name: _____ (School: _____) requests prior permission
from the Superintendent to enroll in the following course(s) to be advanced toward his/her Salary Schedule.*

| Course Name | Course Number | University | No. Graduate (Semester) Hours | Year & Term |
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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 grade report indicating successful completion of the course(s) of a grade B or higher. Therefore, classes taken Pass/Fail will not be included in movement on the salary schedule. 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

DR. TRAVIS R. ROUNDOUNT
Superintendent of Schools