BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS

GRADUATE COURSE WORK PRE-APPROVAL FORM
DEA AND Administrator Graduate Course work
DSA Undergraduate Course work

The **FOUR STEP** process must be completed two weeks prior to taking an undergraduate course (DSA) or Graduate level course (DEA, Administrator.)

STEP I: *District 148 Employee Completes*

Name: _____ Location: _____

Check appropriate box: ❑ DSA ❑ DEA ❑ Administrator

Course Name	Course Number	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of College or University: _____

How is course being for paid for? *Check appropriate box:*

❑ District 148 funds ❑ Federal or state grant funds ❑ Scholarship

❑ Self (If payment is self, a payment receipt or canceled check must accompany Course-work completion form.)

STEP II: *Send to Business Office to complete this section*

Current Salary _____ Current Salary Lane and Step _____

Hours taken after hire: _____Credit Hours reimbursement to date: _____

Business Office Signature: _____ Date: _____

STEP III: *District 148 Employee completes and returns to Business office*

Your Signature indicates that Step II information is correct.

_____ _____
Employee Signature Date

STEP IV: Superintendent signature – copy sent to employee ❑ Copy sent to employee file ❑

_____ _____
Superintendent Date

Reimbursement and/or horizontal salary movement occurs **ONLY** after the employee submits all information on the Course Work Completion Form and under conditions as stated in the current negotiated agreement of the DEA and DSA.

S-19
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