



**HEMPSTEAD SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES**

**PRIOR APPROVAL FORM
GRADUATE OR INSERVICE CREDIT**

NAME: _____ **CURRENT BUILDING:** _____

Subject/Grade Level Taught: _____

Current Salary and Step: BA B+30 B+60 MA M+30 M+45 M+60 DR.

Course Title: _____

Course Date: _____

(PLEASE ATTACH A REQUIRED COURSE DESCRIPTION FROM SCHOOL WEBSITE OR BROCHURE)

How is this course related to your current teaching responsibilities?

Is this course graduate **Inservice credit**

Is the college accredited by Middle States and/or New York State: Yes No

Number of credits taken this academic year: _____

APPROVED: _____

DISAPPROVED: _____

Date: _____

Signature: _____
Associate Superintendent for HR

Signature: _____
HCTA President