



# Course Approval for Salary Advancement

Return to: **Amanda Smith**  
[ASmith2@KPBSD.k12.ak.us](mailto:ASmith2@KPBSD.k12.ak.us) or **Human Resources**  
**148 N Binkley Street**  
**Soldotna, AK 99669**

**Employee Name:** \_\_\_\_\_ **Employee #** \_\_\_\_\_

**Current Assignment:** \_\_\_\_\_ **Location:** \_\_\_\_\_

					<b>OFFICIAL USE ONLY</b>	
Course #	Course Name	College/University	Anticipated Dates of Attendance	Semester Credits	Approved (Yes/No)	Signature of Superintendent's Designee

**Describe how the course(s) pertain(s) to your current assignment (attach another sheet if necessary):**

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**NOTE:**

1. Basis of approval (above) must qualify under one or more of these conditions. The class was taken:
  - a. as part of an advanced degree program
  - b. because it relates to an immediate teaching assignment
2. Approvals granted through the use of this form are subject to receipt of official transcripts on or before to November 1
3. Approval will not be granted for courses taken prior to receipt of your basic degree or for credits that repeat courses taken within the last five years

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_