

**FRANKLIN BOROUGH SCHOOL  
GRADUATE COURSE PRIOR APPROVAL FORM  
FY \_\_\_\_\_**

<b>TEACHER:</b>	<b>DATE:</b>
<b>GRADE LEVEL/AREA EMPLOYED:</b>	<b>AREA OF CERTIF:</b>
<b>TOTAL CREDITS OBTAINED DURING THIS CURRENT SCHOOL YEAR (JULY 1-JUNE 30) IN THE FOLLOWING CATEGORIES: (Excluding this course)</b>  Within Field/Area (12 allowed per year) _____  Outside Field/Area (3 allowed per year) _____	
<b>REQUESTED COURSE:            TITLE:</b>  <div style="text-align: center;"><b>COURSE NO.:</b></div>	
<b>INSTITUTION:</b>	<b>SEMESTER:</b> _____  <b>CLASS START DATE:</b> _____
<b>DO YOU BELIEVE THIS COURSE IS</b>  <input type="checkbox"/> Within Field/Area  <input type="checkbox"/> Outside Field/Area	<b>CREDITS FOR THIS COURSE:</b> _____  <b>PRESENT STEP ON GUIDE:</b> _____  <b>PROVIDE COST PER CREDIT NOT INCLUDING FEES:</b>  \$ _____
<b>BRIEF DESCRIPTION OF COURSE (or attach course description):</b>	
<b>SUPERVISOR OF INSTRUCTION'S COMMENT</b>	
<b>Signature</b>	<b>Date</b>
<b>SUPERINTENDENT'S DECISION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <b>(pursuant to contract)</b> Comment:	
<b>Signature</b>	<b>Date</b>
NOTE: Teachers may list alternate courses they may take in the event that a course is closed or canceled and teachers may obtain approval after enrolling in a course if the course they originally submitted for approval is closed or canceled. <b><i>Please complete a new form.</i></b>	

NOTE: If this form is completed and approved, Reimbursement Form does not need to be completed in its entirety.