



Manchester Essex Regional School District

Request for Pre-Approval for Graduate Credit

Per META contract agreement, “graduate credit from an accredited institution can be used for horizontal movement on the salary schedule if approved in advance in writing by the Superintendent.” *This form must be submitted to the Superintendent’s Office prior to taking the course.*

Unit Member Name: _____ Date: _____

School: _____

A. I am requesting approval for the following course:

(Attach course description/syllabus)

B. Name of accredited institution of higher education:

C. Number of credits requested: _____

D. I am currently enrolled in a graduate/doctoral program: ____ (YES) ____ (NO)

If yes, name of program and institution: _____

E. I currently teach: _____

(Grade level/subject)

(Signature of Employee)

(Date)

The above course as described is ____ (APPROVED) ____ (NOT APPROVED)

Documentation of completion of course – transcript – must be submitted to the Superintendent’s Office for final course credit approval

(Signature of Superintendent)

(Date)

Copy: unit member/ (form revised 7/20/23)