

**COURSEWORK APPROVAL FORM**  
**Bloomer School District**

*The District of Bloomer encourages professional teaching staff to continue their education through continuing educational opportunities. As credits are acquired, teachers will move across the salary grid relative to the number of received graduate credits. This form should be submitted to the District Administrator prior to the start of the course in order for the credits to be applied to the salary table.*

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Institution/Program: \_\_\_\_\_

Focus of the Coursework/Program:

Program Start Date: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Current Credits: (e.g. BA+15) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Professional Staff Member*

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Administrator*

Denied (reason): \_\_\_\_\_ Date: \_\_\_\_\_  
*District Administrator*

**Make a copy for your records**

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- *To receive credit for your completed coursework and salary advancement, copy the approval form, and attach documentation of the completed coursework (transcript). Submit all completed documentation to the business office.*
  - *Salary advancement will occur after the documentation has been properly filed and all verification has been submitted. The documentation is required to be submitted by September 1 or February 1 for salary schedule adjustment after September 15 or after February 15.*
  - *Coursework with failing grades or for dropped courses will not be given salary advancement.*