

#### **CREDIT/ACT 48 PRE-APPROVAL**

## What is the Purpose of the Form?

This form is to be used to apply for pre-approval of college courses and Act 48 as required by the contract between the School District and its employees.

#### Who Should File the Form?

Any employee who wishes to be reimbursed for college credits and/or will be taking ACT 48 hours must receive pre-approval from the superintendent.

#### When Should the Form be Filed?

The form should be completed and sent to the superintendent **prior** to enrolling in a college course or any Act 48 activity. Approval **will not** be granted once the course starts. Once the Superintendent has reviewed the form he will either approve or deny the form and a copy will be sent back to you for your files. If you do not receive a copy back in a timely manner please call the superintendent's office.

### Reimbursement

Credits - The District does not pay for correspondence courses or any additional fees such as fees for materials, books, activities, etc, and should not to be included for reimbursement. The current contract will also define payment of credits. A copy of the signed pre-approval form should be returned for reimbursement, with proof of payment and a grade report.



# RIDGWAY AREA SCHOOL DISTRICT CREDIT/ACT 48 PRE-APPROVAL FORM



CREDIT PRE-APPROVAL (\*\*Attach course/catalog description)

Credits	Course Number	Course Title			Start Date	End Date	
ACT 48 PRE-APPROVAL							
Hours Name of Class/Activity					Start Date	End Date	
110415	- Traine or state printing				Start Bate	Liid Bate	
College / University / Duravidous							
College/University/Provider:							
Current Certification:							
Current Assignments:							
Relation of Study to Present Assignment/Certification:							
Please (X) check area for which you are seeking ACT 48 approval:							
Teachers		Conten	Content Teaching Practices Diverse Learning				
leachers		Conten	Content reaching reactives biverse Learning				
Guidance Counselors Stan			Standard Based Content Counselor Based Content				
Guidance Cou	iliseiois	Stariuai	Standard Based Content Counselor Based Content				
Education Specialist		Health F	Health Related Content				
Administrators		PIL Rela	PIL Related Content				
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Teacher Print	Name		<del></del>		' Date		
Teacher Print	Name	PPID #		Teacher Signature/	<sup>'</sup> Date		
Teacher Print	Name	PPID #	<u> </u>	Teacher Signature/		 Denied	
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	Name ent's Signature	PPID #	<b>F</b>	Teacher Signature/		Denied	
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