

HEMPSTEAD PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES
PRIOR APPROVAL FORM



GRADUATE OR INSERVICE CREDIT

Date:

Full Name:

Current Building:

Subject/Grade Level Taught:

Current Salary and Step:

☐

BA

☐

B+30

☐

B+60

☐

MA

☐

M+30

☐

M+45

☐

M+60

☐

DOCT.

Course Title:

ATTACH COURSE DESCRIPTION

How is this course related to your current teaching responsibilities?

This course is for: ☐ Graduate ☐ In-service Credit

The college accredited by Middle States and New York State: ☐ Yes ☐ No

Number of credits taken this academic year:

OFFICE USE ONLY

☐

Approved

☐

Disapproved

Associate Superintendent for
Human Resources

HCTA President

Date

Date