

PROVISO TOWNSHIP HGIH SCHOOLS
DISTRICT 209, COOK COUNTY
FOREST PARK, IL 60130

OFFICE OF HUMAN RESOURCES

REQUEST FOR PRE-APPROVAL OF CREDIT & COURSE WORK
When completing this form attach backup documentation for course start date

Name _____ Department/Position _____

Date of Request _____ Location/Building _____

Course Title _____

Course Start Date _____

Course No. _____ Credit _____

(Semester Hours)

(Quarter Hours)

Graduate Credit

Undergraduate Credit

Offered by _____

(Name of Institution)

Course Description as Outlined in Catalog _____

Requirements: Must be approved at least 15 days prior to the start of course.

**An Official Transcript is sent by the College or University with the school seal.
If an employee hand carries the transcript, it must remain in the College or
University's sealed envelope.**

(Employee's Signature & Date)

(Signature-Executive Director of HR & Date)

Approved _____ Not Approved _____

Comments: _____

