

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 _____

☒ Graduate Credit ☐ Undergraduate Credit (Semester Hours) (Quarter Hours)

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

Principal/Administrators's Signature & Date

Deputy Superintendent for Operational Services or HR Designee Signature & Date

Approved _____ Not Approved _____

Comments: _____

