

# Montgomery County R-II School District



## College Hours Acceptance Form

Credit for hours on the salary schedule will be considered only if courses are taken from an accredited college or university. Approval prior to the first attendance day of course and a transcript indicating a passing grade is a must for salary schedule credit. Salary increases will be granted for graduate level courses only.

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Name:

Date:

Course Title:

Credit Hours:   Course Number

Institution:

Semester

By checking this box, I indicate that I am submitting this form as a representation of my intent to enroll and complete the course listed above and understand that I will not be given credit for this course until I have submitted an official transcript indicating I received a passing grade for the course. I understand that hours for salary credit will only be granted at the beginning of the school year and an official transcript must be provided by the first day of student attendance. If an official transcript is not available at that time, temporary salary schedule movement will be provided with the presentation of a grade card but an official transcript must be received no later than September 1 or the last work day preceding this date to continue to receive the salary schedule movement for the current year.

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Action by  
Superintendent:

Additional Information:

Superintendent's  
Signature

Date: