



Bolton Public Schools

Request for Course Work Approval

In accordance with the Board of Education – Bolton Education Association agreement, Article 2.2, all course work for degree advancement in the field of education that is earned through matriculation at accredited colleges or universities must have **prior approval** from the Superintendent of Schools.

This will serve to notify the Superintendent of Schools that I intend to begin course work for educational advancement at the following accredited institution and in the following matriculated program:

University/College: _____

Matriculated Program: _____

Anticipated Degree Completion Date: _____

Per Article 2.2D of the BOA-BEA agreement, I understand that it is my responsibility to submit a **Notification of Degree Status Change form** to the Superintendent's office by **November 1st** of the previous year or no schedule advancement will be made for one (1) school year.

Signature

Date

(Please Print Name)

**** For Office Use Only ****

Program Approved: Yes ___ No ___

Signature – Director of HR

Date Received

Signature – Superintendent of Schools

Date Received