NUTLEY PUBLIC SCHOOLS
Nutley, New Jersey

COURSE APPROVAL APPLICATION

The Course Approval Application should be submitted to Human Resources **within two weeks of the start** of the course. After course completion, please submit the final grade.

Name

School Select a Location Grade and Subject Area

Course # and Title

Institution where given

Catalog Description of Course

Reason for taking the course (i.e.: certification, advanced degree, other)

Dates of course From To

Will Graduate credit be given? ◯ Yes ◯ No

Number of Credits

Have you taken this course before? ◯ Yes ◯ No

Will completion of these credits qualify you for a change in training level?
◯ Yes ◯ No If yes, New Level Choose a Level

APPLICANT'S SIGNATURE _____ DATE _____

☐ Approved ☐ Not Approved

_____ _____
Superintendent of Schools Date