



# YALE PUBLIC SCHOOLS – SUPERINTENDENT APPROVAL REQUEST FOR ONLINE OR CORRESPONDENCE COURSEWORK

(MA+15 & MA+30 Schedule B Salary Advancement)

The following provisions apply to the MA+15 and MA+30 schedule B for members of the Yale Education Association:

1. Courses must be at the graduate level\* unless approved in advance by the Superintendent.
2. Courses must be completed after the issuance of the MA degree.
3. Courses must be related to teaching, administration or education.
4. Online/Correspondence courses or courses taken in pursuit of a law degree will be excluded unless approved in advance by the Superintendent.
5. A teacher will not receive credit for more than twelve (12) semester hours per year (July 1 – June 30) for the MA+15 or MA+30 schedules.

Individuals must seek approval for EACH online or correspondence course prior to participating in the course.

Name of University or College: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number/Identifier: \_\_\_\_\_

Date of Participation: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

(PLEASE PRINT)

*\*Individuals must supply evidence that the course work is at the graduate level and taken from an accredited university or college.*

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Original: Central Office  
Copy: Staff Member