Wachusett Regional School District
Application for Pre-Approval of Online Courses

WREA

Applicant: _____ **Position:** _____

School/Location: _____

I request approval for the following online course/program:

_____
Program of Studies

_____ _____
College or University Website

Complete for Individual Course Request(s):

Course #:	***Title***	***Instructor***	***Course Date(s)***	***Credits***

Please attach *Proof of Accreditation* (http://ope.ed.gov/accreditation/Search.aspx

_____
Applicant's Signature Date

Approved **Disapproved**

_____
Superintendent or designee Date

<u>Submit in quadruplicate in advance of the start of the online course(s)</u>

<u>Submit goldenrod with *Request for an Adjustment in Salary Schedule Placement* Form</u>

White (Personnel File)
Yellow (Supervisor)
Pink (Employee)
Goldenrod (Teacher – To be returned with *Request for an Adjustment in Salary Schedule Placement* Form)