

**CLIFFSIDE PARK PUBLIC SCHOOLS  
CLIFFSIDE PARK, NJ 07010**

**MA+ APPROVAL FORM**

**TO:**           Certificated Staff

**FROM:**       Michael J. Romagnino, Superintendent of Schools

Teachers who have obtained MA level and want to apply for the MA+ degree level must submit this form prior to enrollment in any graduate level course(s). The graduate level course(s) must be in the applicant's field of area certification and directly related to current job skills. Each course must be approved by the Superintendent of Schools prior to its first meeting.

This form must be submitted no later than September 10 of any year for Fall semester course(s), January 15 for Spring semester course(s), June 1 for Summer course(s).

**PRIOR APPROVAL BY THE SUPERINTENDENT OF SCHOOLS MUST BE OBTAINED**

**If you want to claim salary credit later for any of these courses, COMPLETE THE FORM\* BELOW AND SUBMIT IT TO YOUR PRINCIPAL FOR APPROVAL BEFORE THE FIRST MEETING OF THE COURSE.**

\*forward forms to the Superintendent after signed by Principal

School Year: \_\_\_\_\_

Please list the certificates you currently hold:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Semester:       FALL                         SPRING                         SUMMER   

COLLEGE/ UNIVERSITY	COURSE NUMBER	COURSE TITLE	NUMBER OF CREDITS	TIME OF DAY	MEETING DATES	TOTAL HOURS

Name of Teacher: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

Superintendent of Schools \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Please submit two copies

Revised 11/3/2011