
## Southington Public Schools

# **COURSE SUBSTITUTION FORM**

**(PROGRAM APPROVAL FORM ADDENDUM)**

This form is to be used to request substitution or adjustment for courses previously approved by the Superintendent of Schools as a total program for 30-hours. The Superintendent or his designee must approve it. If approved, it will be affixed to the original Program Approval Form in the personnel file.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Date: |       |
| School: |       |
| Assignment (subject/grade/etc.): |       |

**Working toward:**

**[ ]** BA +30**[ ]** MA [ ]  MA+30 [ ]  6th Year [ ]  6th Year + 30 (7th Year)

|  |  |
| --- | --- |
| **Date of Approval on Program Approval Form:**  |       |

|  |
| --- |
| **Course to be deleted:** |
| Course # : |       | Course Title: |       |

#### Course to be substituted

|  |  |
| --- | --- |
| **College/Institution:** |       |
| **# Credits:** |       |
| **Course #:** |       |
| **Course Title:** |       |

Signature Date

Return to the human resource office. Upon review, a copy will be returned to you and a copy will be filed with your ***Program Approval Form*** in your personnel file.

**For office use:**

### The request for course substitution is: Approved [ ]  Denied [ ]

|  |  |
| --- | --- |
| Comments: |       |
|  |
|  |

Signature Date