
Bill Heimann, Administrator
ESU #1
211 Tenth Street
Wakefield NE 68784-5014

Dear Bill,

I plan to take the following course(s) this _____ through _____ and would like to have an approval for advancement on the salary schedule upon completion. I understand that the course must meet the requirements outlined in the Master Agreement, and advancement will not occur until *official* transcripts have been received in the Personnel Office.

<u>Course</u>	<u>Course #</u>	<u>Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sincerely,

Above request is approved

Administrator

Date