

COURSE APPROVAL REQUEST

<ul style="list-style-type: none">• Fall Course requests are due NO LATER than May 15.• Summer Course requests are due NO LATER than June 15.• Spring Course requests are due NO LATER than November 15.• ONLY 12 credits per year approved for tenured employees.• ONLY one movement on guide per year, on September 1 or February 1.• Non-tenure teachers can earn 3 credits in their 2nd year and 6 credits in their 3rd year. Credits beyond the 9 in the 1st 3 years will not be credited toward movement on the guide.• Non-tenure teachers will receive reimbursement for credits taken in the 4th year and beyond.• <u>ALL courses must be pre-approved or payment and/or movement on the guide will not be made.</u>	Date Received: _____
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Teacher's Name: _____ Today's Date: _____

Teacher's Position: _____ Hire Date: _____

Major Field of Study: _____

College/University _____ Course #: _____

Course Title: _____

Are these credits towards a Master's? _____

This course runs from: _____ 20 ____ TO _____ 20 ____

Brief description of this course: _____

Where is the course being taken (if not at the college)? _____

Number of credits being taken: _____ **Cost for this course:** _____

IMPORTANT: The amount of your reimbursement is dependent on how many people have requested course approvals for that period: i.e. Summer/Fall allotment is \$10,000 and Spring is \$10,000.

Required signatures, prior to taking the course:

1. Teacher's Signature: _____ Date: _____

2. Superintendent's Approval _____ Date _____

3. Board Approval: _____ Date: _____

- This course is approved for Tuition Reimbursement in the amount of: _____
- This course is approved towards advancement on the guide.

Tenured teachers Reimbursement: Prior approval must have been received; At the end of course: submit an official college receipt of payment, a completed requisition, and proof of a passing to the Superintendent's Office.

Movement on Guide: Prior approval must have been received; supply the Superintendent's Office, college documentation showing the credits you earned toward the move, and a brief memo requesting your move from (i.e. BA to BA+15).

- Credits earned beyond a degree are earned AFTER the degree is reached (i.e. if you earn your M.A. in Sept. 2011 your plus+ credits must be earned AFTER Sept. 2011.)