

**STAFF DEVELOPMENT PRE-APPROVAL FORM
TUITION REIMBURSEMENT REQUEST**

Name _____ Building _____

Certification: Provisional ____ Special ____ Continuing ____ Salary Schedule: BA ____ BA+15 ____ MA ____ MA+15 ____ MA+30 ____

Four-year college or university where credits will be earned.

Name: _____

Location: _____

Date Course Begins	Date Completed	Course Number	Course Title and Short Description	Graduate or Undergrad	Number of Semester hr credits

Do not include courses to be taken in subsequent semesters.

State briefly how the courses listed above are related to your assignment.

Are credits part of a sequence leading to an advance degree which will be received at a later date? Yes ____ No ____
If yes, state type of degree. _____.

This request related to: a. advancement on the salary schedule _____.
b. tuition reimbursement @ \$75 per semester hour for teachers, totaling \$ _____.

Credit hours earned toward permanent or continuing certification will not be credited on the salary schedule until an approved degree involving those credits is granted.

Courses approved for salary schedule payment on tuition reimbursement must meet the following criteria:

1. The request for approval of courses must be submitted to the Associate Superintendent for Curriculum through your principal **prior to registration** for the courses, unless it is taken as part of a **Masters Degree program**.
2. **Upon completion of the course or degree**, proof of satisfactory completion (transcript and receipt of payment) must be furnished and resubmitted with this form within the time limits specified in the contract, before a salary adjustment will be made.
3. Approval or disapproval of courses will be based on Article V, Sections A & B.

Teacher _____ Principal _____ Date _____

COURSE ENROLLMENT APPROVAL _____ DISAPPROVAL _____

Comments:

Date _____

Signed _____

Associate Superintendent for Curriculum