

RSU 16 Course Approval

Employee Name: _____

School: _____



Check One: ___ Teacher Contract ___ Support Staff Contract

I am seeking (check one)

<input type="checkbox"/> Prepay	<input type="checkbox"/> Reimbursement
<i>I understand, I must...</i> <input type="checkbox"/> Submit this form 4 weeks prior to the course registration deadline. <input type="checkbox"/> Attach a course description. <input type="checkbox"/> Submit a transcript for completed course within thirty (30) days of course completion.	<i>I understand, I must...</i> <input type="checkbox"/> Submit this form 4 weeks prior to the course registration deadline. <input type="checkbox"/> Attach a course description. <input type="checkbox"/> Submit proof of payment. <input type="checkbox"/> After you complete the course, submit a transcript and a copy of this signed form to Central Office.

Course Provider Name: _____

Course Number: _____ Course Title: _____

Course Begin Date: _____

Course End Date: _____

Tuition cost per credit hour \$ _____

Credit hours _____

Tuition Cost \$ _____

Please check one box. This course is a:

- Course required by the Superintendent or Administrator.
- Course required for certification.
- Course necessary to maintain/improve skills in current job.
- Course leading to an advanced degree that is not required to maintain current position.
- Course completes an advanced degree.

Date of anticipated completion: _____ (Any teacher who anticipates moving to the Master's scale for next contract year, must notify the Superintendent by February 1)

I agree that should I receive a grade below a "B", withdraw from the course or leave the district within two (2) years of taking the course, I will reimburse the district for the cost of the course.

Employee Signature: _____

Date: _____

Office Use Only	
___ Approved ___ Not Approved Principal/Supervisor Signature: _____ Date: _____	
___ Approved ___ Not Approved Superintendent/Superintendent Designee: _____ Date: _____	
___ Copy sent to staff if Reimbursement box checked ___ Copy sent to the Superintendent if course completes advanced degree box checked	