

SAU 21 OFFICE USE ONLY:

TO BE COMPLETED BY SESPA STAFF:

**Amount reimbursed
for professional development\$** _____

NAME: _____

ADDRESS: _____

ACCOUNT NO. 221009 - 336

SCHOOL: _____

DISTRICT: _____

DATE: _____

PROFESSIONAL DEVELOPMENT

Per Article IX-H of the Agreement between SESPA and the Districts of SAU # 21 each employee is eligible to receive up to \$600.00 per year towards approved professional development activities which are consistent with the goals of the School Board and approved by the Superintendent. Course tuition must be requested and approved in advance of enrollment. The course(s) must be approved by the Superintendent or his designee in advance of enrollment. Evidence of a grade of "B" or better must be submitted to receive the approved reimbursement for course tuition. Please review Article IX-H for further information.

TO BE REIMBURSED PLEASE FOLLOW THESE STEPS:

1. Before enrolling in the course or professional development, please obtain your Principal's recommendation and the Superintendent's signature on this form (See below).
2. After completing the course or Professional Development, submit the following documents to the Superintendent's Office:
 - a. This request form (signed)*.
 - b. Transcripts with a grade of "B" or better for course work or certificate for Professional Dev.
 - c. Proof of Payment

***TO RECEIVE APPROVAL, PLEASE FURNISH THE FOLLOWING INFORMATION:
(Please note: Approval must be obtained prior to enrollment)**

Specific reason for professional development reimbursement approval:

TITLE OF COURSE/PRO DEV.	WHERE	DATES	COST
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Principal/Date (signature = recommended)

Approval by Superintendent/Date