

Course Pre-Approval Form and Tuition Reimbursement

Complete Course Pre-Approval form, which can be found on the D83 website under Staff Forms and Information.



Send completed form to Superintendent's Office via email or interoffice mail to Mrs. Petrasek or Daria Bernardi.



When Course Pre-Approval Form has been approved, staff member will receive a copy stamped and signed by the Superintendent.



When the coursework is completed the **official transcript** should be sent to the Superintendent's Office. It can be sent directly to Daria from the school where coursework was completed, via USPS or email.

When received, transcript is stamped, the teacher file is updated, and a copy is sent to the teacher.



Tuition Reimbursement Information:

If applying for Tuition Reimbursement:

- Fill out Tuition Reimbursement Form (can be found on the D83 website under Staff Forms and Information).
 - Course Pre Approval form.
 - Receipts for paid coursework.
 - Official copy of transcript needs to be received by the Superintendent's office.
 - These forms should be attached and sent to Superintendent's office.

- All the forms stamped when received by the Superintendent's office. At times the transcript may have a different stamped date, because it was received on a separate date.
- When paperwork is in order, teacher file is updated; copies are sent to the teacher and the Business Department.

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