

2018-2020 EMEA Collective Bargaining Agreement
Tuition Reimbursement - Hard-to-Fill Teaching Positions
Pre-Approval Form

Name: _____ Date: _____

Course Number _____ Course Name _____

University/College _____

Credit Hours _____

This course is necessary to obtain a licensure or endorsement for:

- English Learners
 Bilingual
 Special Education

This course will also be used for salary advancement purposes, and I have submitted pre-approval in Skyward Employee Access for that purpose. (Please circle) **YES** **NO**

Employee Signature

1. Complete this form (one per course), and submit to Dr. Humphries, Superintendent for pre-approval.
2. Upon completion of the course, send a copy of your tuition receipt to the Human Resources Office, along with a copy of your transcript* showing a grade of "B" or higher.

*If a transcript was submitted to the H.R. Office earlier for salary advancement purposes, please indicate here: **YES** **NO**

Superintendent's Office Use Only

Date Request Received _____ (Max 6 months after completion)

Number of credit hours for this request: _____

Total credit hours requested 19-20 school year: _____ (max 10 per year)

Approved

Not Approved

Superintendent Signature

Cc: Teacher

Business Manager

Director of Human Resources

Business Office/H.R. Office Use Only

Date Transcript Received _____

Total amount due: _____ (\$325 per credit hour max)