

**SCHOOL DISTRICT #126 COURSE PRE-APPROVAL FORM**

Procedures:

1. Submit 1 copy of form to principal for approval. (If principal does not approve, staff member may appeal to superintendent.)
2. If approved by principal, then submit to District Office for Superintendent's approval. (If Superintendent does not approve, staff member may appeal for an administrative review by superintendent and principal.)
3. Copies will be returned both to the building principal and teacher indicating superintendent's decision.

Note: To be reimbursable, courses must be on a graduate level and relevant to the person's staff position. Courses related to education will only be approved. Travel courses will not be approved. Teacher tuition reimbursement will be given hereunder for teachers at the +24 lane (and less than the master's lane) only where the course is: 1) in the subject area of the junior high teacher, or the applicable primary or intermediate level for the K-6 teacher, or 2) part of a university approved master's program. Refer to 3.5 of the Teacher Agreement for other specifics.

Course Title: \_\_\_\_\_ Course No: \_\_\_\_\_

Is this a graduate course? Yes \_\_\_ No \_\_\_      Number of semester/quarter hrs\* \_\_\_\_\_

Are you in a Master's program? Yes \_\_\_ No \_\_\_      Are you in the +24 lane: Yes \_\_\_ No \_\_\_

College/University: \_\_\_\_\_

Professor: \_\_\_\_\_

Cost: \$ \_\_\_\_\_      Begins: \_\_\_\_\_      Ends: \_\_\_\_\_

Explain how the course will be relevant to your District 126 position:

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Staff Member: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Principal      (Circle one) APPROVED / NOT APPROVED Date & Initial \_\_\_\_\_

Superintendent (Circle one) APPROVED / NOT APPROVED Date & Initial \_\_\_\_\_

\* If course is taken during the day, staff member will take personal business day (s) in order to receive credit.

\*\* All necessary documentation for reimbursement must be submitted to the district office no later than 6 months after the course is completed.