

REQUEST FOR COURSE APPROVAL & TUITION REIMBURSEMENT

Instructions: Please use a separate request form for each course. Complete all sections on top part of the form.
All requests should be submitted at least 21 days prior to enrolling in course work.
Building Principal must sign first, then forward to the Office of the Superintendent.
Old or incomplete forms will not be processed.

See Section 5.14 in the AEA Contract for Reimbursement Procedures and Section 5.2 for Advancement on the Salary Schedule information.

Date of Application: _____

Course Name _____

Course Number: _____ Semester Hours: _____

Offered By: _____ At: _____

From: _____ To: _____

The subject of this course will deal in the following area (check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Curriculum Development | <input type="checkbox"/> Instructional Practices | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Subject Content Area | <input type="checkbox"/> Evaluation / Assessment | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Student Discipline | <input type="checkbox"/> Psychology / Counseling | <input type="checkbox"/> Supervision |

Cost for tuition for course: _____

The way in which this course will benefit District #272:

NAME: _____ HOME BUILDING _____

FOR OFFICE USE	
BUILDING PRINCIPAL	SUPERINTENDENT
Approved _____	Approved _____
Disapproved _____	Disapproved _____
Signature _____	Signature _____