

REQUEST FOR COURSE APPROVAL & TUITION REIMBURSEMENT

Instructions: Please use a separate request form for each course. Complete all sections.

All requests should be submitted at least 10 days prior to enrolling in course work.

Building Principal must sign first then forward to the Office of the Superintendent.

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

Date of Application: _____

Name: _____ Home Building: _____

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):

Curriculum Development Instructional Practices Special Education

Subject Content Area Evaluation Assessment Technology

Student Discipline Psychology / Counseling Supervision

Tuition Cost for Course: _____

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

BUILDING PRINCIPAL

Approved Disapproved

Signature _____

SUPERINTENDENT

Approved Disapproved

Signature _____