

APPROVAL OF COLLEGE CREDIT

To: Teachers who plan to enroll in graduate college courses and request tuition reimbursement and/or credit toward horizontal movement on the salary schedule.

From: Craig Walker, Superintendent

In order to be reimbursed tuition charges up to \$200.00 per credit hour earned, credit must be graduate level and in your teaching assignment field. For reimbursement or horizontal movement on the salary schedule courses must receive prior approval. In addition, hours that are earned after the first step at either the B. S. or M. S. level must be part of an approved program.

This approval slip, an up-to-date transcript and a college statement, including tuition charges, must be presented when reimbursement/advancement is requested.

COURSE TITLE	HOURS CREDIT
_____	_____
_____	_____
_____	_____
_____	_____

Teacher's Signature _____

Date Submitted _____

Approved _____
Superintendent

	YES	NO
Approved for reimbursement	<input type="checkbox"/>	<input type="checkbox"/>
Approved for advancement	<input type="checkbox"/>	<input type="checkbox"/>