REQUEST FOR PRE-APPROVAL FOR INCREMENT CREDIT AND TUITION REIMBURSEMENT

In order for an employee to become eligible for salary increment and/or tuition reimbursement, this form must be submitted to the Superintendent prior to the first day of coursework.

Name:	Date:
Teaching Field:	Current Degree Level:
College or University:	
Course Number and Name: (list one class per form)_	
Semester Hours of Credit:	<u> </u>
Date of Course: ☐ Fall ☐ Spring	☐ Summer Year:
This course is part of my approved Master Degre ☐ in my teaching field ☐ in another area of education (please list area and in another area of education (please list area another area	nd explain below and give description of course)
This course is a post-graduate level course: ☐ in an approved Doctorate program ☐ in my area of specialization(please list area and ☐ other post-graduate course(please list area and	-
Your preliminary request to receive salary incren ☐ approved ☐ denied	nent credit and/or tuition reimbursement has been
	Superintendent Date
Education Movement:	cation □ Copy of Transcript(SEALED)
Office use only Tuition Reimbursement: □ Copy of Tuition Bill and proof of payment	☐ Copy of Transcript(SEALED)
Amt. Of Reimbursement	
	Superintendent Date

In order to receive reimbursement, the teacher shall file proof of payment, courses completed, and credits earned in the Unit Office before September 1 of the school year. Tuition reimbursement shall be paid one time per year, on September 30 for the previous fall, spring, and summer semesters.