

## Appendix F Graduate Course Reimbursement Request

### Request for Permission to Receive Reimbursement toward Graduate Course as Outlined in Article III

**Step 1** - To be completed prior to beginning the Graduate Course.

Teacher Requesting Reimbursement \_\_\_\_\_

Current Teacher License \_\_\_\_\_

Graduate Course Requested \_\_\_\_\_

Term or Semester Graduate Course is Offered \_\_\_\_\_

Beginning Date of Course \_\_\_\_\_ Ending Date of Course \_\_\_\_\_

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

Credit Hours \_\_\_\_\_ semester/quarter (circle one)

The following benefits would be derived from this class: \_\_\_\_\_

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Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Step 2** - Funds Available Check

Available Professional Improvement Funds and Appropriation Yes \_\_\_\_\_ No \_\_\_\_\_

School Year Professional Improvement Funds are to be taken from \_\_\_\_\_

Director of Finance \_\_\_\_\_ Date \_\_\_\_\_

#### **Step 3** - Superintendent's Determination When Funds are Available

Requested Course Approved \_\_\_\_\_ Date \_\_\_\_\_

Requested Course Denied \_\_\_\_\_ Date \_\_\_\_\_

**RETURN A COPY OF FORM FOLLOWING STEP 3 TO TEACHER MAKING REQUEST.**

#### **Step 4** - Completed Following Final Grade Report

Director of Finance Approval for reimbursement \_\_\_\_\_

Attach a copy of receipt showing tuition paid in full by the teacher, plus a final grade report of "B-" or higher.