

## PRE-APPROVAL OF COLLEGE COURSE

**\*Please submit a "Report of Course Completion" and Official Transcript when course is completed.**

*\*\*Please be sure you are familiar with provisions of the following before applying for pre-approval.*

### **Graduate Course Work:**

**Option I:** The board will pay \$100 dollars per credit hour for graduate course work not to exceed \$500 maximum per employee per fiscal year. **In order to qualify for this reimbursement the course must be in your field of teaching and teacher must remain in the district for three years following completion of that course. If the teacher leaves prior to the three years, the district would expect a prorated portion of the reimbursement to be paid back.**

**Option II:** For courses that fall outside of the stipulation in option one, but still beneficial to the teacher and the district, the board will pay **\$50** per credit hour for graduate course work not to exceed **\$250** maximum per employee fiscal year. **The teacher must remain in the district for three years following completion of that course. If teacher leaves prior to the three years, the district would expect a prorated portion of the reimbursement to be paid back.**

Reimbursements will be paid following the completion of each course and the filing of appropriate documentation.

All credits must be submitted to the Superintendent prior to the start of any school year to be included in that year's salary schedule placement. A lane change can be accomplished by submission of a grade card, provided a transcript is submitted later. Any credit hours submitted or earned after the commencement date of any school year shall not earn credit on the salary schedule until the following year.

**PRE-APPROVAL OF COLLEGE COURSE**

Teacher Name:

Name of Institution offering course:

Location to be taken at:

Course Name & Number:

Undergraduate                       Graduate

Semester Hours:

Official Course Description:

Course starting date:

Course completion date:

How often is course offered? Daily, weekly, etc.

Semester hours earned in this course are intended to: **(Please check all that apply)**

1. Remove or help remove a deficiency in accreditation or certification.                       Yes  No

If yes, explain

2. Apply toward qualifying my for next training step on salary schedule.                       Yes  No

If yes, explain

Completes requirement for step named above.                       Yes  No

3. Apply toward requirements for next higher degree.                       Yes  No

If yes, list next degree

Will complete requirements for next degree?                       Yes  No

-----**DO NOT WRITE BELOW THIS LINE**-----

Approved \_\_\_\_\_                      Not Approved \_\_\_\_\_

Option I \_\_\_\_\_                      Option II \_\_\_\_\_

Comments: \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_