

# REQUEST FOR APPROVAL OF COLLEGE COURSEWORK

Reimbursement is paid for classes taken and completed through May 31<sup>st</sup>.

School Year requesting reimbursement for: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Area/s of current Certification/Licensure: \_\_\_\_\_

Course(s) for which approval is being requested (submit classes from 1 term only per sheet)

\_\_\_\_\_

\_\_\_\_\_

Is the course you are requesting in an area in which you are currently certified?    YES        NO

If yes – submit form to principal

If no – submit to LPDC

If not in your area of certification, explanation or rationale: \_\_\_\_\_

\_\_\_\_\_

College or University \_\_\_\_\_ Date Classes Begin: \_\_\_\_\_

Accredited By:    North Central Association        Other: \_\_\_\_\_

( ) Approved    ( ) Disapproved

Principal

Date

The top part of this form is to be filed with the Treasurer's office upon approval **WITHIN TWO WEEKS OF ENROLLMENT, OTHERWISE REIMBURSEMENT CANNOT BE ACKNOWLEDGED.**

The bottom part of this form along with a **copy of cancelled check, bank statement, credit card statement or receipt AND grades or proof of course completion** is to be submitted to the Treasurer no later than May 31 of the current school year. *Official transcripts are only necessary when moving up on the pay scale.*

Course Evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TUITION FEE: \$ \_\_\_\_\_

Employee Signature

Date

Note: Reimbursement will only be made after the completion of all coursework.

Attachments: (Please check everything you have attached)

( ) Proof of payment

( ) Evidence of course completion

NOTE: Do not use this form for workshops, seminars, or conferences that do not involve college credit. Contact your Principal or Treasurer for proper procedure.