



ADVANCE APPROVAL COURSES WORK REIMBURSEMENT – TEACHER AIDE

Under established policy, advance approval must be obtained for course credit for purposes of reimbursement under the teacher aide contract. The use of this form will facilitate the approval procedure and provide a permanent record of such approval.

This form is to be completed and forwarded to the Superintendent's office for consideration. The original will be retained in the superintendent's files and a copy will be given to the applying staff member indicating course approval. Upon completion of coursework, a copy of the following should be submitted to the Superintendent for reimbursement:

Claim form (attached)

Receipt indicating payment made for official course

Grade report or transcript

Date _____ Position _____

Course No. _____ Title _____

Sem. Hrs. _____ Institution _____

Semester Starting _____

Are you matriculated for a degree? _____ If so, what degree? _____

Is this course a part of a degree program? _____ Purpose for taking course: _____

Signature

DO NOT WRITE BELOW THIS LINE

Course: _____

District Superintendent

Course Grade _____ Date: _____

Filed By _____