

CREDIT COURSE APPROVAL AND REIMBURSEMENT FORMS

STEP A: BEFORE TAKING A CLASS

1. Fill out the Approval for Graduate Course Reimbursement/Graduate Credit form. **USE ONE FORM FOR EACH CLASS!!!**
2. Attach to the approval form a course description from the college/university.
3. Send both documents to district office for approval, attention: Human Resources. An approved, signed copy will be returned to you.
4. NOTE: When you pay for the class, request a receipt so that you have proof of tuition costs you will need this when it is time to request reimbursement.

STEP B: AFTER TAKING THE CLASS - REQUESTING REIMBURSEMENT

1. Fill out a Course Reimbursement Requisition. Please submit a request for reimbursement for every approved class you take, even if you know you will not be eligible for reimbursement. This will insure that you receive credit for every class. **USE ONE FORM FOR EACH CLASS!!!**
 - a. Your name and date
 - b. Name of College or University
 - c. Course No. and Course Title
 - d. Number of credit hours earned (not quarter hours)
 - e. Amount to be reimbursed. (This does not include books or other materials.)
 - f. Indicate if you are anticipating a mid-year or beginning of the year lane change.
2. Attach to the reimbursement requisitions
 - a. Grade sheet or transcripts (You must have a grade of "A" or "B" to be reimbursed.)
 - b. Proof of tuition and payment from the college or university (no canceled checks)
 - c. Copy of your Approval for Graduate Course Reimbursement/Graduate Credit form that was returned to you in step A.
 - d. Send all supporting documents to district office for processing, attention: Human Resources.

PLEASE REMEMBER, IT IS THE TEACHER'S RESPONSIBILITY TO PROVIDE THE CENTRAL OFFICE WITH AN OFFICIAL TRANSCRIPT BY OCTOBER 1ST FOR A BEGINNING YEAR LANE CHANGE, AND APRIL 1ST FOR A MID-YEAR LANE CHANGE.

INCOMPLETE REQUISITIONS WILL BE RETURNED AND WILL DELAY PROCESSING OF PAYMENT!!!!