Course Request (Pre-Enrollment)

Classified and Certified both fill out this form. Must be completed and have course description attached.

Approval by the building administrator, presented at admin meeting for all Admin to weigh in on. Superintendent signature.

**Path of approval: Building Administrator > District Admin Asst. (no signature) > (Admin Meeting for discussion) > Superintendent > Copy to Requesting Staff and District Admin Asst.**

Tuition Reimbursement requests must be turned in prior to (Sept. 1st and February 1st.)

The request doesn’t guarantee full reimbursement, the amount will be based on available funds.

Certified Course Approval for Salary Advancement

Certified fills out for the business office to advance on the pay scale.

**Path of approval: Building Administrator > District Admin Asst. (no signature) > Superintendent > Copy to Requesting Staff, District Admin Asst., and Amber w/ Transcripts**

Teacher-Initiated Professional Development

Teacher requesting to attend a professional development event/training. Must attach all event info, cost, etc.

**Path of approval: Building Administrator > District Admin Asst. (no signature) > (Admin Meeting for discussion) > Superintendent > Copy to Requesting Staff, District Admin Asst., and Amber**

Requesting person will put in a Req and include their approved professional development request form. Supervisor / Administrator can assist in entering Req. Requests must be turned in prior to (Sept. 1st and February 1st.)

Tuition Reimbursement Request

Tuition Reimbursement Requests must be submitted with a completed grade report or transcript. The total amount available is divided to cover a % of the requested reimbursement per person. Stipend Reimbursement is decided on the deadline and will be dispersed once transcripts/ grade reports are turned in.

**Path of approval: District Admin Asst. (no signature) > Superintendent > District Admin Asst. for additional fields > Copy to Requesting Staff, District Admin Asst., and Amber**

Req Entered and attached Reimbursement Form with Receipts and Grades > Cheryle Processes out Check