

Windsor Southeast Supervisory Union

Course/Workshop Approval Procedures and Form

July 1, 2021(UPDATED 11.12.21)

The following procedure is designed to support the master agreement benefit when applying for courses and/or workshops for which payment of tuition/fees will be requested. Please complete the following steps as soon as possible in order to ensure timely processing of this request.

STEP 1: (TO BE COMPLETED BY THE STAFF/FACULTY MEMBER)

- a) Complete the Professional Development Course/Workshop Approval Form (see below) to include the required supporting documentation:
 - 1) Complete registration information (required for prepayment).
 - 2) Course description-please note, if this is a web page, please **print** the pertinent information (do not submit a website address).
- b) Do not register until the course has been approved.
- c) If the payment will be invoiced, invoices should be sent to WSESU Accounts Payable, 105 Main St, Suite 200, Windsor, VTO 05089.
- d) Incomplete information may result in a delay in processing!
- e) Submit course approval form to their building secretary/admin assistant. *Albert Bridge School = April Sykes; Windsor School = Terri Hage; Hartland Elementary School = Linda Johnston; Weathersfield School = BJ Esty*

STEP 2: (TO BE COMPLETED BY THE BUILDING SECRETARY/ADMINISTRATIVE ASSISTANT)

- a) Assure that **all** supporting documentation has been provided by the staff/faculty member;
- b) Obtain the building principal's signature;
- c) Submit the entire packet in **electronic/pdf form** to the superintendent's administrative assistant, Laurie Brown (lbrown@wsesu.net);
- d) If this is a special education staff member - please send it to Betsy Howard (bestsy.howard@wsesu.net) for Director of Student Service's signature who will forward it to Laurie after signature;
- e) Track employee Professional Development funds in local records; and
- f) File original course/workshop approval forms on site for future reference (Do not send originals to Central Office).

STEP 3: (TO BE COMPLETED BY SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT)

- a) Superintendent's Admin Assistant will submit the .pdf version of the course/workshop approval form to the Superintendent for approval and signature;
- b) Once signed by the Superintendent, send the entire packet (in .pdf) to the WSESU Purchasing Agent for processing (hard copy to Accounts Payable Clerk); and
- c) Send .pdf copy of signed PD request to employee and building Secretary/Admin Assistant indicating that course was approved/not approved).
- d) **FOR EMPLOYEES REQUESTING REIMBURSEMENT FOR ADVANCED PAYMENT:** The employee must submit an electronic copy of the receipt of payment to Accounts Payable Clerk **after** confirmation of course approval via email. Put "PD Reimbursement Request - Receipt" in the subject line.

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STEP 4: (TO BE COMPLETED BY THE WSESU PURCHASING AGENT)

- a) The SU Purchasing Agent generates a purchase order for the workshop/course payment;
- b) If a PO is requested for registration, the Purchasing Agent emails the staff person/faculty with the PO;
- c) The PO will remain in our system until a reimbursement or payment is made.

STEP 5: (AFTER THE COURSE/WORKSHOP HAS BEEN COMPLETED)

- a) Staffmember will submit a transcript or attendance certificate to the building secretary/admin assistant for inclusion in the on-site record.
- b) Building Secretary/Admin Assistant sends electronic version to HR for the employee file: % Teena Canfield, teena.canfield@wsesu.net

***NOTE:** During the summer months, please allow up to 30 days for processing time (administrative review and signature).

If you have any questions on this process, please contact your building secretary/administrative assistant.

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The following is a request for course/workshop approval:

NAME:	
SCHOOL:	
EMAIL:	

If this course/workshop is part of a degree program please indicate program and institution here:

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COURSE OR WORKSHOP TITLE:		
DATE BEGINS/DATE ENDS	HOURS/CREDIT	TUITION COST/WORKSHOP FEE

PLEASE CHECK ONE OF THE FOLLOWING OPTIONS

<input type="checkbox"/> OPTION 1: PREPAYMENT - YOU MUST REGISTER YOURSELF ONCE YOU RECEIVE THE PO.
<p>I request that the Institution be paid on my behalf. Institution Name/Address:</p> <p style="margin-left: 40px;">Is prepayment required? YES or NO Is proof of payment required for registration? YES or NO</p> <p><i>Note: If prepayment is being granted and the employee withdraws from or fails the course/workshop, the District will deduct the amount of tuition paid from the employee's pay.</i></p>
<input type="checkbox"/> OPTION 2: REIMBURSEMENT
<p>I will pay in advance upon registering myself and request reimbursement for the course/workshop. I will send proof of payment and registration upon receiving course approval to Purchasing@wsesu.net</p>

Signature of the administrator indicates approval of payment for the course/workshop.

Employee Signature:		Date:
Principal Signature:		Date:
Special Ed. Director Signature: (if special ed staff)		Date:
Superintendent Signature:		Date: