

CONNEAUT SCHOOL DISTRICT

Course Approval Request

Name: _____ Date: _____

Building: _____ Position: _____

Principal's Signature: _____ Date: _____

Institution Giving Credits: _____

Key: G: Graduate UG: Under Graduate IS: In-Service Credit

Beginning Date	Ending Date	Course Number	Course Title	G	UG	IS	Number Credits	Total Credit Cost

Course Description: Attach original or photocopy of catalog description here:

Course Title: _____

Is this course being taken for Act 48 Credit? Yes No

Justification for course reimbursement: (Be very specific)

Approved: _____
 Superintendent Date Board of Education Date

Denied: _____
 Superintendent Date Board of Education Date

Reason for Denial: _____

**Please Reference: I.R.S. Publication 15-B (2009) Employers Guide to Fringe Benefits
 Tuition Reimbursement (Educational Assistance Program)**
 Each Employee is exempt up to \$5,250* of benefits each year. Tuition Reimbursement (Education Assistance) in excess of \$5,250* is subject to Social Security, Medicare and Federal wage taxes.

Subject to annual change by the I.R.S.

DEDUCTIONS WILL AFFECT YOUR DECEMBER PAYCHECKS!!!!

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Reimbursement Requirements: Please read your *Collective Bargaining Agreement*, Article XVIII: Professional Development, page 25

Please check the following:

- I wish to be considered for reimbursement for this course as it is within my current teaching assignment and in accordance with Article XVIII.A.1(a) "Approval of the course(s) by the Superintendent must be obtained prior to enrollment."
- I wish to be considered for reimbursement for this course under Article XVIII.A.4. "There may be times when a teacher can show evidence that a course of graduate or undergraduate level, or in-service, will contribute to their professional proficiency. In such an event, upon recommendation of the Superintendent and prior approval by the Board, the teacher shall be granted course credit reimbursement up to the Pennsylvania State University system tuition rate limit."

Were you requested by Conneaut School District to take this course? Yes No

Is this a mandated course for permanent certification? Yes No

- Note:
1. Grade sheets and paid bills must be submitted for approved courses before reimbursement can be processed.
 2. If reimbursement is desired, proof of successful completion must be submitted in the same fiscal year as the course is completed. (Fiscal Year: July 1st to June 30th).
 3. If a course must be Board approved, please remember the request must be in the Central Office no later than the end of the day on the last Friday of the month.