



Course Request Form (Pre-Enrollment)

Name of requester:
Classified or Certified:

Name of the course:

Course/Event Start Date:

Transportation Costs:

Tuition Costs:

Special Fees:

Total Estimated Cost:

*On the completion of your approved course you will need to complete a Tuition Reimbursement Request Form which will be presented to the Superintendent for review. No reimbursement will occur until ALL required documents are submitted to the Superintendent's Administrative Assistant. Courses must have prior approval from the Building Administrator and Superintendent, accompanied by all final transcripts and receipts with the understanding that the reimbursement is on a "First Come, First Serve" basis-full reimbursement is not guaranteed and all fees will be the responsibility of the employee if funds from the Tuition Reimbursement Account have been exhausted. **The deadline to Request Course Approval is September 1st for school-year courses and February 1st for summer courses.***

Employee Signature:	
Building Administrator:	Approve or Deny
Superintendent Signature:	Approve or Deny