

CREDIT REVIEW
REQUEST FOR PRE-APPROVAL AND REIMBURSEMENT

The Genesee Joint School District will reimburse the full-time certificated staff for a maximum of three (3) college credits per year. The rate will be equal to the cost of credit but not exceeding the cost of University of Idaho graduate credits. Less than full-time certificated employees will be reimbursed a proportional amount, based on their FTE, per credit. Transcripts must be turned in to the district by September 1st for use in salary schedule movement; exceptions may be granted by the Superintendent in emergency situations. Credit reimbursement is allowed each year for credits taken during that year: September 1 – August 31 only. Grandfather clause: certified employees who were employed as of the 2002-03 school year will continue to receive the same tuition reimbursement provided their employment status does not change of their own volition.

NAME _____ DATE _____

COURSE NAME AND NUMBER _____

LOCATION _____

DATES OF COURSE _____

EXPLAIN THE BENEFIT TO

1. School and/or staff:

2. Classroom:

3. Professional Growth:

Administrator Approval:

X _____
Principal

X _____
Superintendent of Schools

Approved: _____ Rejected: _____ Date: _____

REQUEST FOR REIMBURSEMENT

ALL REQUESTS FOR PAYMENT MUST BE ACCOMPANIED BY RECEIPTS AND RECEIVED BY THE DISTRICT OFFICE NO LATER THAN AUGUST 31 OF EACH YEAR TO BE CONSIDERED FOR PAYMENT.

of credits _____ TOTAL \$ _____