

APPLICATION FOR PROFESSIONAL DEVELOPMENT REIMBURSEMENT

This form must be completed by licensed staff for reimbursement for tuition, conferences and workshops.

PRIOR APPROVAL

Obtain principal permission before you take the class. This is **required by contract** if you request reimbursement.

<input type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED	_____	_____
		<i>Principal's Signature</i>	<i>Date</i>
Reason for rejection: _____			

APPLICATION

Name: _____ Date: _____

Assignment: _____ School: _____

Explain how this application relates directly to the CDIP, SIP or your CPD/PDU requirements: _____

Check the box(es) this application is for:

- Tuition Reimbursement (Complete Section I)
 Workshop/Conference Reimbursement (Complete Section II)

Section I. Tuition Reimbursement (100-2529-242-013)

Course Title and Number _____

Number of Credits _____ Cost _____ Term (circle one): Summer Fall Winter Spring

Last date and term you received reimbursement from the District: Year _____ Term (circle one): Sum Fall Win Spr

Are you receiving funding from other sources? (circle one) yes no

If yes, explain _____

Section II. Workshop or Conference Reimbursement (100-2529-243-013)

Workshop or Conference Title _____

Date of Workshop or Conference(s) _____ Cost _____

Is a substitute required? (circle one) yes no If substitute is required, for how many hours or days? _____

FINAL APPROVAL

_____	_____
<i>Superintendent's Signature</i>	<i>Date</i>

Reimbursement Requirements:

1. The course, workshop or conference relates directly to the CDIP, SIP and/or individual's CPD program.
2. All courses, workshops or conferences must have prior approval of the principal and superintendent.
3. To receive Tuition Reimbursement, the applicant must:
 - Successfully complete the course with a Pass or C or better grade.
 - Present a receipt or cancelled check.
 - Present an official transcript or grade slip.
4. To receive reimbursement for workshops or conferences, the applicant must:
 - Verify completion of the workshop or conference.
 - Present a receipt or cancelled check.

Copies: Principal
Teacher
Business Office
Personnel File