

**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