

Milford School District Request for Course Approval / Reimbursement

INSTRUCTIONS:

1. Complete **Part A** prior to attending the course and submit form to the SAU office (one form per course). Upon approval/denial the original will be returned to you.
2. Fill out **Part B** after completion of the course, and re-submit to the SAU office with required documentation for processing of payment. (Amount per credit in accordance with Teacher Contract).

PART A:

Name: _____			Date of Hire: _____		
School: _____		Position: _____			
Name of Course: _____					
College/University: _____					
Date Course Begins: _____					
Number of Credits: _____		Cost /Credit \$ _____		Total Cost \$ _____	
Graduate Credits: _____ Yes _____ No					
How will this course aid in your present assignment?					

Employee Signature: _____			Date: _____		
Reviewed/Recommended by _____, Principal					

Request for course reimbursement has been ____ Approved ____ Denied					
_____ Date: _____					
Superintendent of Schools/Designee					

PART B:

After you have completed the course, attach each of the following and submit to the SAU for processing of payment.	
<ul style="list-style-type: none">✓ Official transcript of grade.✓ Receipt of Payment. (Cancelled check, credit card receipt, official receipt from the college).✓ Statement of current cost per credit charged by College.	
I have successfully completed the course noted in Part A of this form.	
Employee Signature: _____ Date: _____	

Reviewed by Superintendent of Schools/Designee:	
Approved for \$ _____	
_____ Date: _____	
Superintendent of Schools/Designee	