

REQUEST FOR APPROVAL FOR COLLEGE COURSES

Mohawk Trail Regional -- Hawlemont Regional – Rowe School Districts

Name _____ School _____

Course(s) Name & Number: _____

Institution: _____

Number of Credits: _____ Graduate _____ Undergraduate _____

Cost of Total course: _____ Cost per credit _____

Date of Course: beginning _____ ending: _____

Do you need to be released from Duty? _____
If yes, please explain _____

In What way will this course help you to meet the needs of all learners (SPED, ELL, Low income, minority groups, advanced and average)?

Have you taken a similar course before? _____
If yes, approximate date _____

Is this course a requirement for a degree that you are working towards? _____

Date of Request

Person making request

Date of Approval

Principal

Date Received Central Office

Superintendent of Schools

Please attach a description of the course to this form
Return this form prior to beginning of the course to: Dot Lyman at the Central Office

Mohawk Trail Regional School District

Procedures for Taking a College Course

1. Approval to take a College Course:
 - a. Prior to the start of the course, completely fill out a "Request for Approval for College Courses" form.
 - b. This form must be submitted prior to beginning the course whether or not you are paying tuition for the course. Approval must be sought if you will be submitting a "Request for Reimbursement for Courses" form. It is also necessary if the credits earned are to be used for horizontal movement on the salary scale.
 - c. At the time and under the conditions stipulated in the teachers' contract, in the support staff handbook, or amount indicated by contract or letter of employment, submit a "Request for Reimbursement for Courses" form.
 - d. Send your completed "Request for Reimbursement for courses" form to Dot Lyman at the Central Office, accompanied by a copy of the transcript and one of the following:
 - i. Canceled Check
 - ii. Credit Card Receipt
 - iii. Statement marked "Paid" by the college
 - e. If reimbursement was made up front, the teacher must send a copy of the transcript upon completion of the course to Dot Lyman at the Central Office.
 - f. Since all expenditures for courses must be paid from the budget of the year during which the course is taken, any "Request for Reimbursement for Course" form must be submitted immediately after the completion of the course. Delay of submitting this form for a long period of time could result in non-reimbursement for the course.

Important

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Any form submitted requesting attendance of reimbursement of expenses for participating in a course must be filled in completely and have all required signatures. Should the form have any required information/signature missing, it will not be processed, but be returned to the registrant for completion.

PLEASE NOTE: Priority will be given to courses you apply for that are within your current primary area of certification and/or in line with district-wide and school goals.