



Please note this form is 2-sided

Name _____ School _____ Assignment _____ Date _____

In accordance with the Agreement between the Randolph School Committee and the Randolph Education Association, I hereby request:

_____ Approval for course increment _____ Approval for course increment and Reimbursement

Title of Course _____

College/University _____ Number of Credits _____ Dates of Course: _____

Amount of Reimbursement Requested:

Tuition \$ _____ Fees \$ _____ Total \$ _____

Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____

Note: Course description must be attached to this form

Credits are to be used for (check all that apply):

a) **Toward Increment Increase:**

B+15 _____	Master's _____	CAGS _____
B+30 _____	M+15 _____	CAGS+15 _____
	M+30 _____	Doctorate _____
	M+45 _____	
	M+60 _____	

b) **Degree Program** in _____

_____ Master's _____ CAGS _____ Doctorate

c) **Certification:**

_____ Provisional License
 _____ Initial License (Provisional w/ Adv Standing)
 _____ Professional License (Standard)
 _____ New Area (critical shortage) _____

To be completed by Principal/Assistant Principal and returned to faculty member:

Check one:

_____ Course has direct relation to current assignment
 _____ Course has reasonable relation to current assignment
 _____ Course has little or no relation to current assignment

Check all that apply:

_____ Course is related to an identified district improvement plan goal
 _____ Course is related to an identified school improvement plan goal

Application reviewed by _____ Date _____

Principal/Assistant Principal

Central office review:

_____ Course Approved _____ Not Approved

_____ Approved for Reimbursement Amount \$ _____ _____ Not approved for Reimbursement

_____ Place on waiting list for end of year consideration

_____ Date _____

Assistant Superintendent

Central Office Use _____ Approved for Increment _____ Approved for Payment

_____ Date _____

Assistant Superintendent

COURSE APPROVAL and/or REIMBURSEMENT FORM

Please be sure to fill out this form completely in order to avoid unnecessary delays in processing your request.

INSTRUCTIONS

Complete the Course Approval/Reimbursement Request Form.

(Please be sure to fill in all requested information to avoid unnecessary delays or errors in processing your request.)

Attach the **course description** to the Course Approval/Reimbursement Request Form and forward the form to your Principal or Assistant Principal for review and signature (the Principal or Assistant Principal will return the form to you).

Forward the signed form to the Office of the Superintendent.

Once you have completed the course and received your grade, **submit proof of payment and grade report** to the Office of the Superintendent.

TIMELINES

Deadlines for submission of Course Approval/Reimbursement Forms are:

Prior to September 30 for the Fall Semester (**but no sooner than July 1**)

Prior to January 15 for the Spring Semester (**but no sooner than November 1**)

Prior to June 1 for the Summer Semester (**but no sooner than April 1**)

All expenses must be submitted within the fiscal year (July 1 – June 30) in which the course is taken.

REIMBURSEMENT

Please provide the **exact** amount of the reimbursement you are requesting, **not** the maximum allowed under the contract. An accurate figure of total reimbursement requests is needed to prevent the possibility of others being denied reimbursement for perceived lack of funds.

Reimbursement is a **maximum of \$750 per course** (tuition and fees) **up to \$1,500 per year**. The cost of books and supplies is *not* considered to be fees.

Payment for courses approved for reimbursement will be processed when evidence that the course was completed with a **grade of "B" or better and proof of payment** are received. **Reimbursement checks will be attached to regular payroll checks.**

Proof of payment is required by the Financial Office in order for your reimbursement to be issued. Proof of payment may be in the form of an original or copy of a cancelled check, stamped paid receipt, or credit card statement (indicating the specific payment). *Copies of registration forms or invoices (unless indicating payment credited) are not acceptable proof of payment.*

Reimbursement will only be given for courses taken for graduate credit.

All courses must be in conformity with the agreement between Randolph School Committee and the Randolph Education Association. Approval of this form does not in any way waive the teacher's responsibility to conform to the contract.