



**PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS**

**CARVER PUBLIC SCHOOLS**

**REVISED GUIDELINES FOR COMPLETION OF**

**REQUEST FOR COURSE APPROVAL/TUITION REIMBURSEMENT FORM**

- Step 1 Complete top section of form and submit to your building principal for approval of course credit.
- Step 2 Principal approves and forwards form to Superintendent for approval of course credit.
- Step 3 Form is returned to you.
- Step 4 Teacher returns the completed form and attaches copies of cancelled check (BOTH SIDES PLEASE), or other proof of payment, and a copy of the course transcript to the Superintendent.
- Step 5 Course is verified and Superintendent approves for reimbursement. Form is processed for payment.