CARVER PUBLIC SCHOOLS FORM 1 REQUEST FOR COURSE APPROVAL/TUITION REIMBURSEMENT

- 1. Print form on <u>pink paper</u> and submit to your building principal. (Please see reverse side)
- 2. Approval and reimbursement shall be subject to Article VIII C.1-2.

Business Office _____

3. Reimbursement payments will be executed upon presentation of proof of course payment and transcript of course taken.

TEACHER:	DATE:	
SCHOOL:	GRADE LEVEL:	
INSTITUTION GRANTING CREDITS:		
COURSE TITLE AND CATALOG NUMBER:		
Check One: Summer Session Date: Spring Semester Date:	□ Fall Semester Dat	e
Number of Credits to be Earned:Number of Semester Hours	Tuition Cost \$	
☐ Approval for course credit	□ Not Approved	
Principal		Date
☐ Approval for course credit	□ Not Approved	
Superintendent of Schools		Date
Date returned to teacher for submittal of items in #3	above.	
☐ Approved & Submitted for Reimbursement	Amount of Reimbursement \$	
Superintendent of Schools		Date
File Copy Teacher's Copy		

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 <u>copy of the course transcript</u> to the Superintendent.
Step 5	Course is verified and Superintendent approves for reimbursement. Form is processed for payment.