

GRADUATE COURSE WORK REIMBURSEMENT FORM
Pecatonica C.U.S.D. #321

1. Signed Course approval form must be on file.
2. **Submit all of the following items** to receive tuition reimbursement. All items must be submitted by September 15 to apply to the current year's salary schedule:
 - a. Course approval form copy
 - b. Official course transcript (must be issued to school district)
 - c. Proof of tuition payment
 - d. This completed form
3. You must have received a grade of A, B, or Pass.
4. Reimbursement will be in the amount specified by the current PNA.

Name _____

Course School _____

Course Title _____

Course Date _____

Course Number _____

Semester Hours _____

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Your personnel file records indicate an education level of _____

The Superintendent agrees that reimbursement for the described course should be paid in the amount of \$_____

Superintendent's Signature _____

Date _____

Transcripts must be mailed directly to the school district from the school. We cannot accept transcripts issued to students