

**FINAL REQUEST FOR REIMBURSEMENT
Academic Study Program
USD 330 MISSION VALLEY**

The purpose of the USD 330 Mission Valley Academic Study Program is to develop highly qualified teachers for the benefit of Mission Valley Students.

Due Dates for Final Request for Reimbursement
 Fall Session.....March 1st
 Spring Session.....July 1st
 Summer Session.....September 1st

*Please complete this form fully. Once completed submit it to your building principal.
 *Reimbursement for college hours will be paid to the teacher during the following academic year after the September Board of Education meeting, as long as, the teacher is still employed by USD 330 Mission Valley.

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|---|------------------|---------------|---------------|----------------------------|-----------|
| NAME OF STAFF | | | | DATE | |
| COURSE NAME | | | | COURSE CODE | |
| INSTITUTION | | | | # OF HRS | |
| SESSION (CIRCLE) | FALL | SPRING | SUMMER | COST PER CREDIT HR | |
| START/END DATE | FROM: TO: | | | \$ AMOUNT REQUESTED | |
| Is a transcript attached to identify class completion with a grade of "B" or higher? | | | | YES | NO |
| Is a receipt attached that identifies that classes have been paid for by the teacher? | | | | YES | NO |
| | | | | | |

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| <i>FOR OFFICE USE ONLY</i> | |
| DATE RECEIVED | |
| Approved: YES NO | DATE: |
| Building Principal Signature: _____ | |
| Approved: YES NO | DATE: |
| Superintendent Signature: _____ (September 2018) | |