

REGIONAL SCHOOL UNIT 1
SUPPORT STAFF
COURSE APPROVAL FORM

Please complete this form and submit to the Superintendent's office for the Superintendent's approval.

NAME _____ DATE _____

SCHOOL _____ POSITION _____

COURSE NO.	COURSE NAME	NO. OF CREDITS	EDUCATIONAL INSTITUTION	SEMESTER

Each employee shall be entitled to reimbursement for up to 9 credit hours per contract year at the actual cost of the credit hours plus any registration fees, studio fees, laboratory fees, books, and supplies not to exceed the cost of 9 University of Maine credit hours.

All credits must be approved prior to registration by the Superintendent of Schools.

Reimbursement shall be made to the employee upon presentation of receipts and proof of completion of credits to the Superintendent of Schools. A grade of B- or better is required for course reimbursement.

**Please refer to page 16 of the contract for more specific information.

Principal/Director's Signature / Approval

Date

Superintendent's Signature / Approval

Date