

NIPPERSINK SCHOOL DISTRICT 2

4213 US Highway 12

Richmond, IL 60071

Telephone: 815-678-4242

FAX: 815-675-0413

www.nippersinkdistrict2.org

COURSE WORK APPROVAL FORM

(***Employee should retain a copy of this completed, approved form for payroll lane advancement requirement***)

Employee Name _____ Date Request Submitted _____

College/University _____

Course Number _____ & Course Title _____

Date Course Begins _____ Date Course Ends _____

Course Description (Please provide a copy of course description, giving as much information as possible.)

Undergraduate Credit Hours for Course _____

Graduate Credit Hours for Course _____

Mark The Appropriate Area:

____ General Coursework

(BA, thru BA-24, limit of 6 per year)

____ General Coursework

(BA-30 and beyond, limit of 3 per year)

____ General Coursework Beyond BA-36 not allowed

(unless at BA-36 prior to 7/1/2007 and then limit of 3 per yr)

____ Initial Masters or Doctoral Program

(no yearly limit)

____ General Coursework Beyond Masters

(limit of 6 per year)

____ 2nd Masters or Doctoral Program

(limit of 12 per year)

____ Course Approved

____ Course Approved for Payroll Lane Advancement purposes
but not for reimbursement due to contract limitations.

____ Course Not Approved

Dr. Tom Lind, Superintendent

Date

(For reimbursement following the course)

1. Turn **proof of payment** in to the District Office (attn. Kim Schaefer). Proof of payment needs to indicate the specific course, credit card statement will not be accepted as proof. **Amount Paid \$** _____

2. Have **official transcripts** sent directly to the District Office (attn. Kim Schaefer)

Reimbursement will be made after both are received in the district office and approved by the Board of Education.

Course Work Approval Procedure

1. Employees covered by the collective bargaining agreement who wish to receive reimbursement for successfully completed course work must complete and submit a Course Work Approval Form for each course and submit to the superintendent.
2. The Superintendent will, within 10 days, sign the form and indicate approval or denial of the proposed course work. A copy of the form will be sent to the employee. **No Coursework Approval** will be granted after a class has begun.
3. One copy of the form will be placed in the employee's personnel file, one copy retained by the District Office, and one copy given to the employee.
4. Should an employee fail to acquire needed signatures for pre-approval of the course, reimbursement will be conducted on the following basis only:
 - A. First failure to follow procedures – warning
 - B. Second failure to follow procedures – reimbursement denied
 - C. Lane Advancement will be granted when course work approval has been approved even though reimbursement procedures were not followed.
7. Certified staff covered by the collective bargaining agreement are reminded that a Master's Degree program requires Superintendent pre-approval (using the Program Approval form) for reimbursement and lane advancement. In addition, each course taken in the approved Master's program requires the employee to complete a coursework approval form.

Course Work Reimbursement Procedure

1. Provide proof of payment (**receipt or copy of both sides of cancelled check, or confirmation of payment**) to the District Office (attn: Kim Schaefer).
2. Arrange for official college transcript for completed class to be sent directly to:

Nippersink School District 2
Attn. Kim Schaefer
4213 US Highway 12
Richmond, IL 60071

Or

Via email directly to
Kim Schaefer (kschaefer@nsd2.com)
3. When the transcript is received in the district office, the original will be placed in the employees personnel file, and a copy sent to the employee via email.
4. When proof of payment and the transcript have been received in the district office, they will be matched to the Coursework Approval form (in the district office) and the copies of all necessary forms given to Accounts Payable for reimbursement at the next Board meeting.

Lane Advancement Procedure

1. Upon completion of courses, staff members will receive lane advancement opportunity twice per year per contract.
2. In order to effectively process requests, staff should:
 - Complete the Payroll Lane Advancement Request form
 - Attach copy of college transcripts
 - Attach copies of coursework pre-approvals
3. The completed form should be sent to the Superintendent requesting approval of Lane Advancement. Upon approval, and as per the Negotiated Agreement, Payroll will make appropriate payroll changes. The original approval form will be placed in the employees personnel file and a copy sent to the employee.
4. If you have questions, please contact Kim Schaefer in the District Office.