

SCHALMONT CENTRAL SCHOOL DISTRICT

Individual Professional Development Program

Request Form for Courses, Workshops, and Graduate/Undergraduate Programs

This form is to be used to request tuition or registration fee reimbursement for successfully completed graduate and undergraduate college credit courses, workshops and other courses. Conditions of this reimbursement are as follows:

- Teachers on unpaid leave are not eligible.
- Compensation for "seat time" at workshops and courses, exclusive of college credit courses and those offered at local, state, and national conferences, will be compensated at rates established under Article VII of the teachers' association contract.
- No salary credit may be earned for undergraduate courses.
- Salary credit for graduate courses is defined under Article VI of the teachers' association contract.
- Teachers taking administration courses will be reimbursed at 50% of tuition cost.

Submit this completed form to Dr. Valerie Kelsey, Superintendent of Schools. (A separate form must be submitted for each course requested.)

Name _____ Building _____ Date of Request _____

Grade level/subject area/position _____

Course/workshop title _____

Attach a copy of the course or workshop description with this form.

Is this an administrative course? Yes _____ No _____

Check one: Graduate course _____ Undergraduate course _____ Other-course/workshop _____

Credits/hours: Number of credits _____ Number of credits _____ Number of hours _____

Were you hired after February 2004? Yes _____ No _____

Organization or college offering course/workshop _____

Date(s) of course/workshop _____ Tuition/registration amount requested \$ _____

Superintendent _____ Date _____
Signature

STA _____ Date: _____
Signature