

TAYLORVILLE COMMUNITY UNIT SCHOOL DISTRICT #3

Request for taking Continuing Education Courses

This form must be approved by the Superintendent prior to enrolling in courses.
(Please Print)

_____ Date of request ____/____/____
Last Name First Name

Name of Accredited Institution: _____

Field of Study: _____

Check Applicable Term (Check Only One)	Term Start Date	Term End Date
<input type="checkbox"/> Fall 20__ <input type="checkbox"/> Winter 20__ <input type="checkbox"/> Spring 20__ <input type="checkbox"/> Summer 20__	____/____/____ Month Day Year	____/____/____ Month Day Year

Please Check One:

Courses for Recertification

Graduate Courses (approved Master's Degree Program)

Graduate Courses (above a Master's Degree in a related teaching discipline)

Course Information

Course Name	Course Number	Course Description	Course Start Date	Course Completion Date	Credit Hours
			____/____/____ Month Day Year	____/____/____ Month Day Year	
			____/____/____ Month Day Year	____/____/____ Month Day Year	

Employee Signature: _____ Date ____/____/____

Approved: Date ____/____/____

Denied: Date ____/____/____

Superintendent Signature: _____

PROCEDURES FOR TUITION REIMBURSEMENT

1. Full-time Teacher must have received written prior approval from the Superintendent to take continuing education courses in order to receive tuition reimbursement.
2. Courses must be earned from an accredited college or university.
3. Courses must be graduate level.
4. Courses must meet one of three requirements:
 - a) Coursework in an approved master's degree program
 - b) Coursework above a master's degree in a related teaching discipline
 - c) Courses for Recertification
5. No more than twelve credits per year, per teacher, will be reimbursed.
6. District will reimburse up to \$150.00 per credit (up to twelve credits), for courses taken during a fiscal year.
7. Employee must submit an expense reimbursement request through Skyward.
8. The approval form with the Superintendent's signature must be attached to the expense reimbursement request submitted through Skyward.
9. Attach a copy of the completed courses from the accredited institution to the expense reimbursement request being submitted through Skyward showing:
 - a) Student name
 - b) Course name and number
 - c) Credits earned
 - d) Grades
10. Attach a copy of a receipt showing payment of tuition to the expense reimbursement request being submitted through Skyward.

Failure to follow proper procedures and provide required documentation will result in denial of the reimbursement request.