

REQUEST FOR GRADUATE COURSE REIMBURSEMENT
TOTAL OF 12 HOURS TO BE REIMBURSED FROM JULY 1 - JUNE 30
(Effective August 16, 2005)

Name Date

Name of Course Completed: _____

Transcript has been requested from: _____
University or College

Number of Hours to be reimbursed on this request: _____

1. Attach a copy of your invoice
2. Attach a copy of the approved graduate course form
3. Attach a copy of your transcript or grade report

FOR OFFICE USE ONLY:

Number of hours previously reimbursed from July 1 - June 30 _____

Hours approved for reimbursement on this request + _____

Total hours reimbursed to date _____

WILMINGTON COMMUNITY UNIT SCHOOL DISTRICT NO. 209-U
GRADUATE COURSE FORM

APPROVAL MUST BE RECEIVED BY THE BUILDING PRINCIPAL, CURRICULUM COORDINATOR, AND SUPERINTENDENT PRIOR TO ENROLLMENT IN THE COURSE TO RECEIVE REIMBURSEMENT or HORIZONTAL MOVEMENT ON THE SALARY SCHEDULE

Course No. Starting & Ending Dates of Courses

College/University Days & Time of Course

Course Name

Does this give you Graduate credit? _____
Sem. Hrs. OR Qtr. Hrs.

Is this part of your Masters Program in your teaching field? _____
Yes or No Degree

Is this congruent with your School Improvement Plan? _____
Yes or No

If 'No' to any of the above question, please explain: _____

Teacher's **PRINTED** name / Date

Building Principal's signature / Date

Curriculum Coordinator's signature / Date

Teacher's signature / Date

Superintendent's signature / Date

For District Office Use Only:

___ Reviewed & Denied ___ Approved for Horizontal Movement ___ Approved for Reimbursement

Notes:

1. This form is to be submitted in duplicate to the Building Principal, Curriculum Coordinator, and Superintendent for approval **in advance of taking the course**. After the approval or denial of the request by the Superintendent, the duplicate copy will be returned to you.
2. All courses or course work subject to tuition reimbursement must be from an NCATE (National Council for Accreditation of Teacher Education) approved program.
3. Grade report and/or transcript of official college record stating name of course and number of hours= credit received must be on file in Superintendent's office on the third day of teacher attendance for the 1st semester and December 15th for the second semester with new salary to begin September 15th and January 15th. **All official transcripts must be received by September 30th and January 30th**. If the official paperwork has not been received by the September 30th and January 30th deadlines, the teacher will be placed back at the prior placement on the salary schedule. The additional pay received on the projected new step will be deducted from the teacher's salary.
4. Horizontal placement on the salary schedule is not considered final until academic credit and degrees granted are verified by official transcript.
5. **Refer to Article 29 of the negotiated contract for all stipulations and guidelines related to horizontal movement and tuition reimbursement.**