

## Teacher Pre-Authorization Form for Recertification

This form should be completed PRIOR to enrolling to take a college class for recertification points. Policy GCL and GCBC gives provision for tuition assistance. The school board encourages the employees to take college credit courses for improvement (recertification or graduate work). The school board may pay up to \$350.00 of the tuition costs for courses that have prior approval of the Superintendent or his/her designee. An employee may be reimbursed for one course during the fall and spring semester and each summer semester.

Name \_\_\_\_\_

School \_\_\_\_\_

Subject Area/Grade \_\_\_\_\_

Fully licensed or on a provisional? \_\_\_\_\_

### Course Information:

\_\_\_\_\_ 3 Credit (90 hours) graduate/undergraduate course

\_\_\_\_\_ 2 Credit (60 hours) graduate/undergraduate course

\_\_\_\_\_ 1 Credit (30 hours) graduate/undergraduate course

Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Cost \_\_\_\_\_

School/College \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Brief Description \_\_\_\_\_

\_\_\_\_\_

This course is being taken for (check all that apply):

\_\_\_\_\_ Recertification Points (one point per hour is standard)

\_\_\_\_\_ Master's Degree Area \_\_\_\_\_

\_\_\_\_\_ Additional Endorsement Area \_\_\_\_\_

Will you receive tuition assistance from a source other than the School Board? \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No Reason for denial \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_

**NOTES:** The reimbursement is pending fund availability.

Preauthorization must be submitted and approved prior to taking the course.

This pre-authorization form with approved signatures, official transcripts showing a passing grade, and a final paid bill must be received for consideration of payment.

The Amelia School Board will not reimburse approved course work for a staff member if the staff member resigns prior to completion of the course or before the next school year begins.

An employee must have been employed by the School Board for at least one (1) year prior to being approved for tuition assistance.