

Educational Incentive
(directions on reverse)

Section I. Request

___ I am requesting approval to take the course as listed here.

Employee Name _____

Position _____ Building _____

Course Name and Number _____ Start Date _____

School/Sponsor _____ End Date _____

City/State of School/Sponsor _____ Tuition Cost _____

Reason for taking course: _____

Employee signature & date

Principal signature & date

Superintendent signature & date

Section II. Completion

___ I have completed the above listed course. Attached is the tuition receipt and grades or transcript showing satisfactory completion.

Employee signature & date

Superintendent signature & date

Section III. Reimbursement

___ The above named employee will be reimbursed for the course listed above, per negotiated agreement, no later than October 31, _____.

Tuition Cost of Course

Treasurer signature & date

** Keep copies of all materials for your records. *

Educational Incentive Instructions

Complete Section I prior to course start date and send to building principal for signature. It will be returned to you.

Send to superintendent for signature. It will be returned to you.

Complete the required course work.

After the course ends, attach:

1. proof of tuition cost and
2. proof of satisfactory course completion to this form.

In September, take this form with attachments to the designated meetings with the Superintendent and the Treasurer.

Employees will receive reimbursement via check on or before October 31.

Please refer to Article XIV, Section VIII of LEA Contract
for further details.