Tuition Reimbursement Request

I am requesting prior approval for reimbursement for tuition cost of the following course. I understand that I must submit an official transcript and receipt to the Superintendent's Office in order for reimbursement to be made.

Date_____

Course Name and Number

_____

_____

Institution Giving Credit_____

Semester Course Will Be Taken_____

Signature_____

(Please present this request to your principal)

_____ _____

Principal's Signature Director of Instruction/Curriculum

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

_____ Transcript Received _____ Grade _____ Itemized Receipt

Revised 8/1/11