

**YAMHILL CARLTON SCHOOL DISTRICT
GRADUATE LEVEL COURSEWORK REIMBURSEMENT PRE-APPROVAL FORM
STEP 1 PRE-APPROVAL**

Employee Name: _____ Position: _____ School: _____
Employee Status: Full-time Part-time

In order for the Administrator or Superintendent to make a decision about this request, the employee must:

- Fill out and submit this pre-approval form prior to the start of class(es).
- Attach copy of published materials showing the name of course, provider, dates and cost.
Employee is responsible for registering for class(es).

Please fill out the information below regarding proposed classes:

Class #	Class Title	College/University	Start Date of Class	End Date of Class	Credits	Credit Cost	Total Tuition*

**In each round if more funds are requested than are available, dollars will be distributed equally among those that apply. The district will reimburse actual costs or the PSU cost per credit, whichever is lower. Please choose which round you are applying for. Details of course start dates and approval deadlines are listed in Article 16 of the Licensed Contract.*

Round 1 Round 2 Round 3 Round 4

If approved, will you request that completed hours be counted for salary advancement**? Yes No

I am submitting the completed form with all applicable back up to my Administrator for approval prior to registering for the course.

Employee Signature: _____ Date: _____

Upon approval, you will be notified to register for the course. Following successful completion of the course, submit reimbursement request, proof of payment, and grades (B or better) to Human Resources for reimbursement approval.

****Important Notification:**

It is important to remember that upon completion of the class(es) listed above, you must complete the Tuition Reimbursement Request and/or Salary Advance paperwork by the appropriate deadlines.

Supervisor Approval Needed:

The above graduate level class is: Denied Approved

Supervisor Signature: _____ Date Signed: _____

DISTRICT OFFICE USE ONLY:

HR/AP APPROVAL & PROCESSING

Approved Number of Credits Approved: ____/\$____ Date Received _____ PO #: _____

Not Approved Comments: _____

Superintendent Signature: _____ Date: _____