

WATERBURY PUBLIC SCHOOLS

REQUEST FOR COURSE ENROLLMENT/REIMBURSEMENT

Administrator Name _____

Assignment: School _____ Employee # _____

Permission is requested to take the following course(s) for:

ADVANCEMENT ON THE SALARY SCALE _____ (CHECK ONE)
TUITION REIMBURSEMENT PER SAW CONTRACT _____

List Number, Name, Beginning and Ending Dates of Course(s)

1. _____
2. _____
3. _____

At the following school or college: _____

If this course is part of a planned program, please attach same with verification from college. If not part of planned program, give rationale for requesting course(s).

I understand that the course(s) described above must be taken at the graduate level and that I have attained at least a MA+15 and provided that I take the course in a graduate program or has the prior approval of the Superintendent to take and receive reimbursement for a course or courses that were not part of a graduate program for reimbursement. (Administrator may not use any course for which he or she has requested and received reimbursement to attain advancement to a higher salary column as described in Article VI, Section 3(a), and the Salary Schedules in Appendix A).

I further understand that I must submit verification of successful completion and proof of payment when reimbursement is appropriate to the Superintendent's Office on or before March 1st.

Administrator's Signature

Date

Approval of Superintendent
or designee

Date

Route: Personnel Office ☐
Revised 01/19 kc