

REQUEST FOR COURSE APPROVAL
(TEACHERS ONLY)

NAME: _____
(Last) (First)

SCHOOL: _____ DEPT: _____ DATE: _____

COURSE TITLE: _____

UNIVERSITY/COLLEGE: _____

DATE OF COURSE: _____ COST OF COURSE: _____

Please specify how you would implement into your curriculum and/or instruction the knowledge you will gain from this course.

Are you requesting salary credit for this course? YES _____ NO _____ # CREDITS: _____

Please Note: 13.1(2) of the South Burlington Educators' Association Master Agreement with the South Burlington School District reads as follows: The Board will establish a tuition fund of \$104,500 for the 2017-18 year and such amount will be adjusted at a rate equal to the CPI increase for the previous year for every year thereafter (i.e. July 1 through June 30) for the purpose of reimbursing teachers for university or college credits which are consistent with a teacher's Individual Professional Development Plan, or the strategic or action plans of the District, or the professional development needs of the teacher as identified through the evaluation process in accordance with the following formula: the reimbursement shall be limited to six (6) credits per teacher per school year (i.e. July 1 to June 30) at a cost not to exceed one hundred percent (100%) of the U.V.M winter three (3) credit rate; and said teacher has successfully completed the course with a transcript grade of "B" or better. Teachers denied reimbursement in a given year based on unavailability of funds will be given priority for reimbursement in the next year ahead of teachers who were not denied. Submit your grade and proof of payment to the Superintendent's Office for processing.

APPROVED BY:

White – Superintendent's Office
Yellow - Teacher
Pink – Personnel File

Superintendent of Schools or Designee

Date of Approval: _____

of Credits: _____

Reimbursement Approved this _____ day of _____, _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> (day) (month) (year) </div>	\$ _____ Amount Reimbursed
_____ Superintendent of Schools or Designee	