

**APPLICATION FOR REIMBURSEMENT FOR PROFESSIONAL GRADUATE COURSE**  
(Forward to the Personnel Department **PRIOR** to the start of class)

Date of Application \_\_\_\_\_ Date Received at Personnel Dept. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Teaching Assignment \_\_\_\_\_

Name of College \_\_\_\_\_

Course # \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

Dates of Course \_\_\_\_\_ Cost \_\_\_\_\_

Course # \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

Dates of Course \_\_\_\_\_ Cost \_\_\_\_\_

Course # \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

Dates of Course \_\_\_\_\_ Cost \_\_\_\_\_

Course # \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

Dates of Course \_\_\_\_\_ Cost \_\_\_\_\_

Official transcripts or a grade report are to be forwarded to the **Personnel Department** before payment will be approved.  
The actual cost of these courses per credit must be included on this card.

Superintendent:            Approved \_\_\_\_\_            Disapproved \_\_\_\_\_

Board Date Approved: \_\_\_\_\_