

Warren County Schools

Request for Prior Approval of Coursework for Individuals who wish to receive reimbursement

Instructions:

- 1. Complete form and submit to the Human Resource Director
2. A copy will be returned to you.
3. Applicant must receive prior approval to receive reimbursement

Date of Request: School:

Applicant:

Course Number: Course Title

If you have a plan of study through the Regional Alternative Licensure Center, please indicate which objective you anticipate this course counting towards on your plan of study.

Dates of Course: Number of Credits:

Brief Description of course relevancy to current position:

You must submit your grade sheet, itemized bill and receipt of payment (ex. Cancelled check, credit card statement or receipt showing paid amount) within 30 days of completion of course.

For Central Office Use

Approval

Granted Semester hours completed

Denied Reason

Required documentation to receive reimbursement for course being taken:

- a. Grade sheet
b. Itemized bill
c. Receipt of payment

NOTE: Please attach any information received from institution or agency that is relevant to course.

Signed: Human Resource Director

Date of Approval: