

APPROVAL FOR CREDIT AND/OR REIMBURSEMENT - MASTERS PROGRAM

Professional Development Request for Employees subject to the negotiated agreement between the WCEA and the following schools: WCSU, Brookline, Leland & Gray UHS 34, Newfane, Townshend, Wardsboro.

NAME: SCHOOL: FTE: DATE:

COURSE TITLE:

Please check one: GRADUATE CREDIT UNDERGRADUATE WORKSHOP

COLLEGE CREDIT HOURS FOR ADVANCEMENT ON SALARY SCALE:

COST OF COURSE: \$ Payroll - Please check one: 22 Pay Periods 26 Pay Periods

PLEASE NOTE: You must provide the Superintendent with a transcript or certificate of attendance and invoice and/or registration form from institution sponsoring professional development opportunity, within 30 days of completion of the course or workshop. Failure to do so will require your reimbursement of the advanced payment to the district, either by a check or payroll deduction.

INCLUSIVE DATES OF COURSE:

COLLEGE OR SPONSOR OF COURSE:

LOCATION OF COURSE:

IPDP GOAL:

SUPPORTS MY SCHOOL'S ACTION PLAN YES NO PAY FROM BUDGET CODE #

APPROVED BY PRINCIPAL: DATE:

COPY OF STANDARD'S BOARD APPROVED IPDP: DATE RECEIVED BY WCSU:

DATE ADVANCE PAYMENT REQUESTED YES NO ALREADY PAID-REIMBURSE TEACHER

PLEASE NOTE: This section to be completed by the Superintendent of Schools prior to the start date of the Course.

MAXIMUM REIMBURSEMENT AVAILABLE: (for FTE 1.0 employee \$2,928) \$2,928 X FTE = \$

CURRENT REIMBURSEMENT AMOUNT APPROVED: \$

PRIOR YEAR-TO-DATE REQUESTS: \$

REMAINING PROFESSIONAL DEVELOPMENT FUNDS AVAILABLE AS OF: \$

Date

CREDIT HRS. APPROVED FOR SALARY ADVANCEMENT:

PLEASE NOTE: Employer Paid Advance requires 26 pay period payment option.

Superintendent of Schools

Date

FOR OFFICE USE: DATE PROOF OF GRADE/COMPLETION PROVIDED:

PLEASE NOTE: Employee must provide proof of completion and passing grade of B or better.

AMOUNT PREPAID: \$

AUDIT OF ACTUAL COSTS (Itemize) \$

BALANCE DUE TO/FROM EMPLOYEE \$

- WCSU will ...place students at the center of our decision-making.
...build trust and respect by acting ethically, transparently, and with integrity.
...operate as a community of learners, committed to developing the skills and capabilities of all.
...collaborate, share and seek creative solutions.