

APPROVAL FOR CREDIT AND/OR REIMBURSEMENT – NON-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 \$1,464) \$1,464 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.