



Rugby Public School District #5

Continuing Education Form



Name of Employee: _____

Course Name and Number: _____ Institution: _____

Credit Hours Earned: _____ Date Completed: _____

COURSE DETAILS

Please provide a brief description of the course taken in the space below

CREDIT/REIMBURSEMENT REQUEST (CHECK ALL THAT APPLY)

_____ Requesting Credit for Movement on Negotiated Salary Schedule: From _____ Lane to the _____ Lane

_____ Requesting Credit to Meet District Continuing Education Requirements

_____ Requesting Reimbursement from My Continuing Education Account: Amount Requested \$ _____ .00

_____ Requesting Reimbursement for Expenses (must be Title IIA eligible, have pre-approval from superintendent before course is taken, and be accompanied by a signed travel expense reimbursement voucher)

_____ Requesting Credit Reimbursement for Approved Graduate Program: _____ Credits at \$200/credit=\$ _____ .00

Note: This form must be accompanied by updated transcripts indicating that the course has been completed and credit has been recorded by the credit granting institution, documentation of payment, AND a listing of continuing education credits by year for fulfillment of the requested change. This form is found on the next page. Unofficial copies of transcripts are acceptable. Registration forms or grade confirmation sheets are not acceptable documentation for recording credit or granting reimbursement.

Employee Signature

Date

FOR OFFICE USE ONLY

_____ Approval of Credit for Movement on Negotiated Salary Schedule: From _____ Lane to the _____ Lane

_____ Approval of Credit to Meet District Continuing Education Requirements

_____ Approval of Reimbursement from Continuing Education Account

_____ Approval of Reimbursement for Expenses

_____ Approval of Credit Reimbursement for Approved Graduate Program: \$ _____ .00

Administrator Signature

Date

Rugby Public School District #5
Continuing Education Form Credit Documentation Form

<u>Year Attended</u>	<u>Course Name</u>	<u>University</u>	<u># of Credits</u>	<u>Cost</u>
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