

**ORANGE BOARD OF EDUCATION
ORANGE, NJ 07050**

COURSE APPROVAL FORM

Name _____ Title/Position _____

Present Location _____

IS THIS COURSE PART OF A MATRICULATION PROGRAM? ☐ YES ☐ NO **Date Matriculated:** _____

COLLEGE OR UNIV. _____

COURSE NAME _____

COURSE NUMBER _____ NO OF CREDITS _____

***COURSE MUST BE APPROVED PRIOR TO START OF CLASS IN ORDER TO RECEIVE REIMBURSEMENT
*LEADERSHIP COURSES OR COURSES THAT DO NOT IMPROVE INSTRUCTIONAL BEST PRATICES IN
THE CLASSROOM WILL NOT BE APPROVED.**

DATES COURSE WILL BE TAKEN

SEMESTER YEAR

Starting Date
(mm/dd/yyyy)

Ending Date
(mm/dd/yyyy)

TUITION COST PER CREDIT **ONLY**

PROVIDE A BRIEF DESCRIPTION AND HOW THE COURSE DIRECTLY RELATED TO YOUR CURRENT ASSIGNMENT:

ATTACH THE COURSE DESCRIPTION FROM THE COLLEGE CATALOG OR WEBSITE

SECOND COURSE, IF TAKEN

Name _____ Title/Position _____

Present Location _____

IS THIS COURSE PART OF A MATRICULATION PROGRAM? ☐ YES ☐ NO **Date Matriculated:** _____

COLLEGE OR UNIV. _____

COURSE NAME _____

COURSE NUMBER _____ NO OF CREDITS _____

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Approved by: _____ Date: _____

Administrative Assistant to the Superintendent
For Operations/Human Resources

ALL FIELDS MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM TO HUMAN RRESOURCES. WHEN ELIGIBLE FOR REIMBURSEMENT, THE APPLICANT MUST SUBMIT PROOF OF COURSE(S) TAKEN AND GRADE(S) RECEIVED, TOGETHER WITH HIS/HER COPY OF **THIS APPROVED APPROVAL FORM** AND PROOF OF PAYMENT (ITEMIZED BILL WITH ZERO BALANCE, CANCELLED CHECK, REGISTRATION RECEIPT, ETC.) A COURSE REIMBURSEMENT VOUCHER MUST BE FILED WITH THE PERSONNEL OFFICE. (PER O.E.A. AGREEMENT)