

THE CONDITIONS OF REIMBURSEMENT OF COLLEGE CREDIT

The following steps serve as a checklist for you in order to receive appropriate remuneration. Keep this checklist and copies of documents sent to the district office in your records until remuneration is made the first payroll in October.

1. Submit to the Superintendent’s office **proof of payment** for the course **when you register** i.e. canceled check, credit card receipt, or university receipt. _____
2. Submit to the Superintendent’s office **PRIOR TO SEPTEMBER 15** a certified copy of one of the following academic documents:
 - Grade report (report card) _____
 - Transcript _____
 - Letter from the Professor w/grade _____
3. **Complete transcripts** must be in the Superintendent’s office to support movement to the next training level on the salary schedule. (Article VIII C Educational Training & Experience–Negotiated Agreement)
4. You must return to Logan Elm and complete the succeeding year.

Supplemental Contract for College Reimbursement
Preliminary Request

In order for course work to be approved as per Board of Education Policy, each teacher desiring to enter into a supplemental contract for subsequent remuneration **must** complete the following **in advance** and submit appropriate documents upon conclusion of the course.

Logan Elm Teacher’s Name: _____

University/College where course work will be taken: _____

Number of Hours to be completed:

- _____ Semester
- _____ Quarter
- _____ C.E.U.
- _____ Course is Pass/Fail

Purpose or intent:

- _____ 150 hours
- _____ Masters
- _____ Masters + 30
- _____ Ph.D.
- _____ fulfill licensure requirement

Course Title

Course Number

Number of Hours

_____	_____	_____
_____	_____	_____

Inclusive Dates of the course work to be taken: _____

Relate how this additional work is going to benefit you as a teacher:

Teacher’s Signature

Superintendent’s Signature

Date

Date