

**SCOTT COUNTY SCHOOLS
PRE-APPROVAL FORM FOR TUITION**

NAME: _____ **SCHOOL:** _____

ADDRESS: _____ **JOB ASSIGNMENT:** _____

REASON COURSE IS BEING TAKEN (Check all that apply):

- _____ To Become Highly Qualified _____ Superintendent's Request
- _____ Request for Additional Certification _____ Recertification (*No pre-approval required*)
- _____ Other, Please Specify _____

DATE	COURSE(S) TO BE TAKEN	COST OF COURSE
TOTAL COST		

One class for recertification will be reimbursed every five years to school personnel upon receipt of cancelled check and/or receipt from college. Personnel must have a passing grade to receive reimbursement. Books and other fees are not reimbursable.

If money is available, other classes and fees will be considered for reimbursement. For instance, courses to become highly qualified or situations in which the employee has been asked to get an additional certification. Prior approval must be received for tuition reimbursement.

Maximum reimbursement for a course is \$500.00

Signature of Employee

Date

Signature of Superintendent

Date