

Date: \_\_\_\_\_



**TO: Brian Kesel (for Teacher Assistants and Teacher Aides)  
Paul Pelton (for all other positions)**

**RE: Applications for Prior Approval for Reimbursement of Course  
Work or Training Taken Beyond the Workday**

FROM: \_\_\_\_\_

**CHECK YOUR CURRENT POSITION:**

- |  |   |                                   |  |
|--|---|-----------------------------------|--|
| <input type="checkbox"/> Teacher Aide            | <input type="checkbox"/> Teacher Assistant  | <input type="checkbox"/> Clerical | <input type="checkbox"/> Food Service Worker |
| <input type="checkbox"/> Bus Driver              | <input type="checkbox"/> Bus Attendant      | <input type="checkbox"/> Mechanic | <input type="checkbox"/> Head Custodian      |
| <input type="checkbox"/> Custodial Helper/Worker | <input type="checkbox"/> Maintenance Worker | <input type="checkbox"/> Other    |  |

**NAME TITLE/COURSE OR TRAINING:**

\_\_\_\_\_  
\_\_\_\_\_

**NAME OF INSTITUTION OFFERING COURSE OR TRAINING:**

\_\_\_\_\_  
\_\_\_\_\_

**DATE(S) OF ATTENDANCE:**

\_\_\_\_\_

**COST OF COURSE/PROGRAM:**

\_\_\_\_\_

**HOW WILL THIS COURSE OR TRAINING ASSIST YOU IN YOUR CURRENT POSITION:**

\_\_\_\_\_  
\_\_\_\_\_

**LIST OTHER COURSES OR TRAINING APPROVED IN THIS SCHOOL YEAR, INCLUDING DOLLAR AMOUNT  
REIMBURSED FOR:**

\_\_\_\_\_  
\_\_\_\_\_

**Recommended for Approval:**

**Approved**

**Denied**

\_\_\_\_\_  
**BUILDING/DEPARTMENT SIGNATURE                      DATE**

*SUPERINTENDENT OF BUILDINGS & GROUNDS  
FOOD SERVICES MANAGER  
DIRECTOR OF TRANSPORTATION  
DIRECTOR OF SPECIAL EDUCATION  
BUILDING PRINCIPAL*

\_\_\_\_\_  
**ASST. SUPERINTENDENT SIGNATURE                      DATE**

*ASST. SUPERINTENDENT FOR MANAGEMENT SERVICES  
ASST. SUPERINTENDENT FOR CURRICULUM & INSTRUCTION*

**RETURN COMPLETED FORM TO THE PERSONNEL OFFICE**

# Prior Approval for Reimbursement for Course Work or Training

