



**COURSE DESCRIPTION** (please attach a copy of college's course description):

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**COMMENTS:**

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\_\_\_\_\_ Date \_\_\_\_\_ Teacher

\_\_\_\_\_ Date \_\_\_\_\_ Building Principal

\_\_\_\_\_ **Approve**  
\_\_\_\_\_ **Not Approve**

\_\_\_\_\_ Date \_\_\_\_\_ Superintendent

**Upon completion of course, you need to submit a tuition reimbursement voucher, official transcript, and copy of cancelled check for reimbursement purposes to the Superintendent's Office.**

**NOTE:** Request for tuition reimbursement approval must be signed by you and your building principal and submitted prior to you entering the course.

Approval or disapproval of this request will be granted by the Superintendent. A copy of the signed request will be returned to the teacher and building principal from the Superintendent's Office.