

# Schalmont Central School District

## Individual Professional Development Program Request Form for Courses, Workshops, and Graduate/Undergraduate Programs

This form is to be used to request tuition or registration fee reimbursement for successfully completed graduate and undergraduate college credit courses, workshops, and other courses. Conditions of this reimbursement are as follows:

- Teachers on unpaid leave are not eligible.
- Compensation for "seat time" at workshops and courses, exclusive of college credit courses and those offered at local, state, and national conferences, will be compensated at rates established under Article VII of the teachers' association contract.
- No salary credit may be earned for undergraduate courses.
- Salary credit for graduate courses is defined under Article VI of the teachers' association contract.
- Teachers taking administration courses will be reimbursed at 50% of tuition cost.

Submit this completed form to Dr. Valerie Kelsey, Superintendent of Schools. (A separate form must be submitted for each course requested.)

Name \_\_\_\_\_ Building \_\_\_\_\_ Date of Request \_\_\_\_\_

Grade level/subject area/position \_\_\_\_\_

Course/workshop title \_\_\_\_\_

Attach a copy of the course or workshop description with this form.

Is this an administrative course? Yes \_\_\_\_\_ No \_\_\_\_\_

Check one: Graduate course \_\_\_\_\_ Undergraduate course \_\_\_\_\_ Other-course/workshop \_\_\_\_\_  
Credit/hours: Number of credits \_\_\_\_\_ Number of credits \_\_\_\_\_ Number of hours \_\_\_\_\_

Were you hired after February 2004? Yes \_\_\_\_\_ No \_\_\_\_\_

Organization or college offering course/workshop \_\_\_\_\_

Date (s) of course/workshop \_\_\_\_\_ Tuition/registration amount requested \$ \_\_\_\_\_

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

STA \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Approved copy to be sent to building principal by district office)