

Mt. Blue Regional School District

Course Approval Form - ADMINISTRATORS ONLY

Date Submitted: _____ (Please submit one semester/term at a time)

***Applicant MUST complete all areas with a ***

Applicant Information*	
Employee ID#:	
Name:	
Building/Dept:	

College Information*	
College Name:	
Street:	
City, State, Zip:	

Course Information*			
Course #:		Credits:	
Course Title:			
Start Date:		End Date:	

PO / Payment Information*	Total Amount*
Tuition Cost:	
Cost Per Credit:	
Book Cost:	
Other Fees:	
(MUST attach proof of course cost & fees)*	

Transcript*
<p>The applicant <u>MUST</u> submit a transcript for the completed course to the Superintendent's Office according to the terms of the Collective Bargaining Agreement. Future courses will not be considered until the transcript is received.</p>

Please Check Which Applies & ATTACH EVIDENCE of Status and/or Requirements*	
<input type="checkbox"/>	Not currently certified
<input type="checkbox"/>	Course required by deficiency letter
<input type="checkbox"/>	Course required for Emergency or Conditional Certification
<input type="checkbox"/>	Certification expires 6/30 of this contract year
<input type="checkbox"/>	Matriculated in program; please specify:
<input type="checkbox"/>	Other instructional purpose; please specify:

Building Admin
Account # (If budgeted at by building):

Superintendent's Review	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

Signature

Date

Office Use Only	
Requisition #:	
Email Employee:	
PO #:	
PO Total:	
PO Date:	
Invoice Paid Date:	
<input type="checkbox"/> Transcript Received	<input type="checkbox"/> Course Canceled

Updated: 09/5/2025

See Chart on Backside for More Information

Course Approval Form Information - Administration

Category	Tuition - Total Credit Hours	Fees	Book Cost
*Administration	Cost is covered up to the UMO Grad Rate of \$573 per credit hour, with a max of 9 credit hours. 3 Credit Course = \$1,719.00	Included	Included

**Please Note: If the course costs more than the contracted agreement, the employee is responsible for the remaining balance.*

All staff must have the Superintendent's approval PRIOR to signing up for the course. The employee must send in transcripts to the Superintendent's Office once the course is completed. The district's Superintendent requires an acceptable grade of "B" or higher to receive reimbursement for the course.