

# Mt. Blue Regional School District

## Course Approval Form - PROFESSIONAL & SUPPORT STAFF

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

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

Applicant Information*	
Employee ID#:	
Name:	
Building/Dept:	
<input type="checkbox"/> Support Staff <input type="checkbox"/> Professional Staff	

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 Review	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Account #: (If Budgeted at Building Level)	
Signature	Date

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	

## Course Approval Form Information - Professional & Support Staff

Category	Tuition - Total Credit Hours	Fees	Book Cost
*Professional Staff	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	NOT Included	NOT Included
*Support Staff	Cost is covered up to the UMO Undergrad Rate of \$424.00 per credit hour, with a max of 12 credit hours. 3 Credit Course = \$1,272.00	Included at Undergrad UMF Fee rate \$250.00	NOT 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.**