

PRIOR APPROVAL OF COURSE

WINCHESTER PUBLIC SCHOOLS
Office of the Assistant Superintendent

Pursuant to the Collective Bargaining Agreement between the WEA and the WSC, prior approval is required for courses for which tuition reimbursement and/or credit toward advancement on the salary schedule is requested.

Procedures for applying for course approval are as follows:

- Complete this request form in its entirety. Requests submitted two weeks before date of course and approval must be obtained prior to commencing leave.
- Obtain the signature of the building principal.
- Obtain the signature of the director/coordinator (where applicable).
- Attach a copy of the day's professional development program/description.
- Submit this form to the office of the assistant superintendent.

By submitting my request, I understand **21 days after the final meeting date**, I must submit:

NAME:	SCHOOL:	POSITION (TEACHER OR TA):	SUBJECT/GRADE:	
TITLE OF COURSE:		COLLEGE/UNIVERSITY:	NUMBER OF CREDITS:	
			College	In-service
DATES AND TIMES COURSE MEETS:		AMOUNT OF REIMBURSEMENT REQUESTED*		
		\$		
Will you move on the salary scale after completing this course? (please write "yes" or "no")				
TEACHER'S COMMENTS (OPTIONAL):				
_____		_____		
Teacher's Signature		Date		
PRINCIPAL AND /OR SUPERVISOR/ DIRECTOR'S COMMENTS (OPTIONAL):				
_____		_____		_____
Director/Coordinator/Supervisor's Signature		Date		Principal's Signature Date
ASSISTANT SUPERINTENDENT'S COMMENTS (OPTIONAL):				
_____			_____	
Assistant Superintendent's Signature			Date	

- 1) Proof of Payment
 - Credit card receipt or statement
 - Copy of front and back of cancelled check
 - Cash receipt
- 2) Provide my grade/transcript or certificate of completion