District Office Use Only
Date approved _____
Date not approved _____

USD 223 BARNES – HANOVER - LINN
REQUEST FOR REIMBURSEMENT/PDC APPROVAL FOR COLLEGE HOURS

Check One: __ Reimbursement and PDC Approval __ PDC Approval
Approved by PDC _____

To: Board of Education

From: _____

Inclusive dates of college course(s) _____ to _____
Month Year Month Year

Name of college _____

Course No.	Course Name	Number of College Hours
_____	_____	_____
_____	_____	_____

Name of college _____

Course No.	Course Name	Number of College Hours
_____	_____	_____
_____	_____	_____

Briefly describe how the course(s) will improve your abilities to teach the students of USD 223.

_____

_____

_____

_____
Signature

This form is to be completed and submitted to the Superintendent of the Schools for inclusion on the agenda of the Board of Education meeting held prior to the beginning of the college course(s) described within this request.
(Example: College courses begin on September 1, 2006; request should be approved by the Board of Education at its August 2006 meeting.)

NOTE: Based on the Negotiated Agreement between USD 223 and the Local Teachers Association as of July 1, 2001 the Central Office will require a copy of a receipt showing the cost per hour for the tuition for the pre-approved course, before reimbursement will take place.