

### College Coursework Permission Request Form

Teacher's Name \_\_\_\_\_

College or University \_\_\_\_\_

Title of Course \_\_\_\_\_ Course Number \_\_\_\_\_

\*Use a separate form for each course requested\*

Number of Semester Credit Hours \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Brief Description of Course \_\_\_\_\_

Course Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Is this course is being taken to meet the academic coursework requirement of the Reduction in Force language in Article V.H. Yes \_\_\_ No \_\_\_

If yes, list the area of certification this coursework applies to:

\_\_\_\_\_

Per the LCCTA contract, the maximum number of hours a teacher can be reimbursed each year is 12 semester hours at \$175 per hour or 18 quarter hours at \$125 per hour. In addition, a stipend of up to \$50 per class will be provided to cover the cost of books and other class materials. The year runs from Sept. 1<sup>st</sup>-Aug. 31<sup>st</sup>

In order to be reimbursed per the LCCTA contract, I agree that I must:

1. Receive a "B" or better grade in the course taken
2. Prepare a course summary for the Superintendent
3. Submit a transcript or a grade report
4. Submit a copy of my receipt including coursework and materials indicating payment for this course

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_

Superintendent's Signature \_\_\_\_\_

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#### For office use only

Course Summary Received \_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Transcript/Grade Report Received \_\_\_

Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount to Reimburse Teacher \$ \_\_\_\_\_