



Somerville Public Schools

Graduate Course Approval Application

All requests for graduate tuition reimbursement and/or movement on the salary guide must receive prior written approval from the superintendent of schools. Approvals of applications are subject to the guidelines and conditions outlined in Article 13 of the negotiated agreement between the Somerville Board of Education and the Somerville Education Association.

Applicant's Name: _____ Date: _____

School: _____ Grade Level: _____

Current Teaching Assignment: _____ Highest Degree Held: _____

Applicant's Signature: _____

Building Principal's Signature: _____

(Signature ensures all pertinent documents are included with the request)

<p>*Name of Course (1 form per course): _____</p> <p>College: _____ Semester: _____ No. of Credits: _____</p> <p>Location (where the course is being held): _____</p> <p>Course Registration Deadline (as per College): _____ (provide copy)</p> <p>Course Start Date: _____ (provide copy)</p> <p>Check all that apply:</p> <p>Tuition reimbursement requested: <input type="checkbox"/></p> <p>Credit toward movement on salary guide requested: <input type="checkbox"/></p> <p>Movement on salary guide requested: <input type="checkbox"/> From: _____ To: _____ (e.g., BA+30, MA, MA+30)</p> <p style="text-align: center;"><i>*Please attach official college course description.</i></p>

SECTION TO BE COMPLETED BY ADMINISTRATOR

Approval is granted for tuition reimbursement for this course: Yes No

Approval is granted for credit toward movement on salary guide: Yes No

Approval is granted for movement on salary guide upon completion of this course and receipt of official college transcript(s): Yes No

Signature of Director of Curriculum and Instruction

Date

Signature of Superintendent of Schools

Date

NOTES:

- The official college course description must accompany this application.
- The staff member must receive prior written approval from the superintendent of schools before course registration.
- **For tuition reimbursement following course completion:** provide expense reimbursement voucher, bursar's receipt, and official course grade for course(s) that received prior written approval from the superintendent of schools.
- **For movement on salary guide following course completion:** provide official college transcript(s) for course(s) that received prior written approval from the superintendent of schools.
- The staff member **must** advise (in writing) the withdrawal or cancellation of approved courses.

Submit this Application to the Director of Curriculum and Instruction