

MARTHA'S VINEYARD SUPERINTENDENT'S OFFICE TEACHER'S COURSE APPROVAL FORM

FROM THE "PROFESSIONAL ENHANCEMENT FUND"

DATE SUBMITTED

NAME

SCHOOL

JOB TITLE

FTE %

COURSE/WORKSHOP/SEMINAR NAME:

OF CREDITS

AFFILIATED INSTITUTION/COLLEGE

ESTIMATE COST OF COURSE

DATE(S) OF COURSE

COURSE TAKEN (**check one**): ON ISLAND OFF-ISLAND INTERNET

CLASSROOM:

VIDEO:

CORRESPONDENCE:

INTERNET:

OTHER:

RELATED TO THE FIELD OF TEACHING: (*Please provide a brief description*) _____

Graduate Level: _____

Bachelor +: _____

Other: _____

*To be eligible for course/workshop/seminar reimbursement from the **Professional Enhancement Fund**, the employee must serve under the Teacher's Collective Bargaining Agreement. For those employees not hired under a teacher's contract, the school in which they are employed should process reimbursement. No course can be reimbursed without a signed "Course Approval Form". Additionally, you must submit a "Course Reimbursement Form" with the appropriate information. Teachers can be reimbursed for 9 credits taken during the year (September 1 – August 31). Pro-rated teachers will receive a pro-rated reimbursement.*

PRINCIPAL'S SIGNATURE

DATE

Please submit this form to Bernadette Cormie at the Superintendent's Office. Thank you!

DATE RECEIVED AT SUPERINTENDENT'S OFFICE

By: SIGNATURE