

MARTHA'S VINEYARD SUPERINTENDENT'S OFFICE TEACHER'S REQUEST FOR COURSE REIMBURSEMENT

FROM THE PROFESSIONAL ENHANCEMENT FUND

DATE SUBMITTED

NAME

SCHOOL

JOB TITLE

FTE %

ADDRESS

PHONE

COURSE/WORKSHOP/SEMINAR NAME:

AFFILIATED INSTITUTION/COLLEGE

OF CREDITS

DATE(S) OF COURSE

COURSE TAKEN (*check one*): ON ISLAND

OFF-ISLAND

INTERNET

\$

COST OF COURSE ONLY (NO MATERIALS, BOOKS, ETC.)

FISCAL YEAR

NO COURSE WILL BE REIMBURSED WITHOUT THE RECEIPT OF THE FOLLOWING:

1. Documentation of what you paid for on-Island courses or for any workshop/seminar (ex: copy of canceled check, copy of invoice from college, etc.).
2. Official transcript from Institution. Must pass with a "B" or better or an official certificate for CEU's. (OT, PT and Speech)
3. A "Course Approval" previously signed by your Building Principal and submitted to the Superintendent's Office.

**** Submit this request to Katelyn Holway at the Superintendent's office for payment from the Professional Enhancement Fund. Teachers can be reimbursed for 9 credits taken during the year (September 1 – August 31). Pro-rated teachers will receive a pro-rated reimbursement.**

DATE RECEIVED AT SUPERINTENDENT'S OFFICE

By: SIGNATURE

PEF

SCHOOL

FISCAL YEAR

OF CREDITS

\$

AMOUNT TO BE REIMBURSED

DATE OF WARRANT