

Report of Course Completion

Please complete this report and submit to the Central Office prior to the start of the school year in order to receive proper placement on the salary schedule.

Date of pre-approval:

Name & Number of Course:

University:

Credits Earned: Graduate Undergraduate

Grade earned in course:

This course will apply to complete the requirements for the step.

Employee

Date

Approved _____ Not Approved _____

Superintendent

Date

-----Office Use Only-----

Date transcript received _____

Reimbursement:

Option 1 = _____ ; has been reimbursed _____ (\$500 limit).

Option 2 = _____ ; has been reimbursed _____ (\$250 limit).

Total for year: _____ (\$500 limit).