



SANDWICH PUBLIC SCHOOLS
GRADUATE COURSE REQUEST APPROVAL FORM

(Approval needed PRIOR to starting course) Attach syllabus/course description when possible.

Name: _____ Date: _____

Middle-High School _____ Oak Ridge _____ Forestdale _____ **Current Position:** _____

| | |
|---------------------------------------|---|
| Graduate Level Course: Yes ___ No ___ | Degree Program or Licensure? Yes ___ No ___ |
| Number of Credits*: _____ | Expected Year of Completion: _____ |

Title of Course: _____

Name of Institution Awarding Credits*: _____

*(*The institution will award the credits via a transcript to be requested by you when completed.)*

(REQUIRED FOR REIMBURSEMENT) Beginning & Ending Dates of Course: _____

If applicable, Name of Company offering class: _____

Full Cost of Course: \$ _____

Reimbursable Amt. Per Contract: \$ _____

Reason for Taking Course:

| | | |
|-------------------------------|---|---|
| Content Development _____ | District Focus: Differentiation _____ | SEI Endorsement _____ |
| Instructional Practices _____ | District Focus: Social Emotional Learning _____ | Other - Please write in NOTES below _____ |

REQUIRED PAPERWORK FOR REIMBURSEMENT:

- Completed Reimbursement for Completed Graduate Course Form; and
- Copy of signed Course Request Approval Form; and
- Grade Report or Transcript (*original transcript required for a lateral move*); and
- Receipt from the institution showing course name, total fee for course, & amount paid by you.

Plus, AT LEAST ONE of the following:

- Credit/Debit card statement showing your name and last 4 digits of account number; or
- Copy of the credit/debit card used for payment with name and last 4 digits of account number visible; or
- Cancelled check (front and back), if not paid with credit or debit card.

| ADMINISTRATOR | SIGNATURE | APPROVED | NOT APPROVED | DATE |
|-----------------------|-----------|----------|--------------|------|
| Asst. Superintendent: | | | | |
| Superintendent: | | | | |

NOTES: _____

Office use only:

_____ Emailed signed copy

_____ Purchase Order

_____ Spreadsheet