

Dundee Community Schools

College Course Request Form

DIRECTIONS: As per our Agreement, you may seek reimbursement for up to nine credit hours. To ensure a smooth transition, please use this form. Please fill out the form and submit to your principal for approval. It must also be signed by the superintendent. When the course has been approved, you may register knowing that reimbursement has also been approved; you must submit documentation that you attended and passed the course before reimbursement will be made as prescribed by the Agreement. The following timeline must be adhered to so as to ensure a seamless flow:

Action	Due Date
Submit for approval	Before registration
Return to teacher	Two weeks
Submission for reimbursement	October 1 st

Name: _____

Date: _____

Teaching Assignment: _____

Course Requested: _____

Amount to be reimbursed: \$ _____

College or University: _____

Description of Course and Application to your teaching assignment(s):

Principal: ___ Approved ___ Disapproved Date: _____

Superintendent: ___ Approved ___ Disapproved Date: _____

Submitted to Business Office: _____ (Date)

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