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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit for approval</td>
<td>Before registration</td>
</tr>
<tr>
<td>Return to teacher</td>
<td>Two weeks</td>
</tr>
<tr>
<td>Submission for reimbursement</td>
<td>October 1st</td>
</tr>
</tbody>
</table>

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)