

**COURSE APPROVAL FOR ADVANCEMENT ON
SALARY SCHEDULE AND/OR REIMBURSEMENT**

Name _____ Date _____

Building _____

PLACEMENT ON SALARY SCHEDULE

Section 2- G.4 The credits used for advancement on salary schedule columns will be from courses which are relevant to the teacher's present or anticipated teaching assignment and approved by the Superintendent.

RECERTIFICATION TUITION REIMBURSEMENT

Section 5 - A. It is agreed that the teacher will be reimbursed for six (6) credits toward recertification every five (5) years, the rate of reimbursement to be equal to that of the University of Alaska resident graduate rate or actual tuition whichever is less. Prior approval of courses by the Superintendent must be obtained.

Course Title	Number	Institution	Credits	Part of a Degree Program (yes/no)

Course Description:

Relevancy to present or anticipated teaching assignment:

To receive reimbursement you will need to submit your grade or transcript showing completion of course and your receipt of payment.

For Office Use Only

Approved

Disapproved

Reason for Disapproval: _____

Superintendent Signature

Date

Date last certified

Credits reimbursed since last certified