



## Mashpee Public Schools Course Reimbursement Request - Unit A

**Today's Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**School** \_\_\_\_\_

**Course/Workshop** \_\_\_\_\_

**Course Beginning & Ending Date** \_\_\_\_\_

- Courses for educational licensures/either additional areas or relicensure
- Course offered by accredited college/university
- Course taken for graduate credit
- Verification of passing grade attached
- Verification of payment attached
- Signed PDP/Course approval form

\_\_\_\_\_  
Employee Signature

*Verifications and applications must be received in the Superintendent's office by **June 1st** of the school year for reimbursement at the end of the school year.*

*Any course to be applied for credit must be submitted to the office of the Superintendent by **June 30th** to receive placement for the following school year. Teachers who notify the Superintendent of course work with an expected completion date prior to the beginning of the school year will receive the appropriate placement for salary purposes.*

**Reimbursement for tuition only - not fees associated with courses.**