



Sedan USD #286

REQUEST FOR REIMBURSEMENT OF COLLEGE HOURS FOR TEACHER

Unified School District #286
416 E. Elm, Suite B
Sedan, KS 67361
Phone (620) 725-3187
Fax (620) 725-5642

The district shall reimburse up to one hundred twenty-five dollars (\$125) per graduate credit hour per year, approved in advance by the Board of Education. Upon completion of the course, a copy of a transcript must be turned into the District Office.

I hereby make request for the approval of the following college hour(s):

Employee Name _____

Course Number _____

Course Title _____

College or University _____

Number of College Credit Hours _____

Cost per Credit Hour _____ Cost to teacher _____

(Attach copy of receipt or canceled check)

Beginning Date of Course _____

(Month, Day, Year)

1. Is this course for graduate credit? Yes _____ No _____

2. Can the hours be used for recertification? Yes _____ No _____

Date of Request

Signature of Teacher

Approved for reimbursement
Amount approved _____

Signature of Superintendent

Not Approved

Signature of Board President