

**COURSE APPROVAL REQUEST  
FOR  
SALARY ADVANCEMENT/REIMBURSEMENT**

**CERTIFIED EMPLOYEES**

**INSTRUCTIONS:** Complete this form *PRIOR* to enrollment. After successful completion of the course, submit receipts and a grade report or transcript to the Personnel Officer for reimbursement.

Employee Name: \_\_\_\_\_

Place of Assignment: \_\_\_\_\_

Teaching Assignment: \_\_\_\_\_

Request is for:  **Salary Advancement**       **Tuition Reimbursement** (*Maximum 3 credit hours*)

Approved coursework shall mean: graduate level coursework from the "fields of study" list and applicable to the teacher's assigned teaching area. Coursework must be completed at an approved institution with an earned grade of "C" or better, and approved by the Superintendent. Coursework taken during work hours and coursework, of which, the major portion (greater than 50%) of the costs (including travel, tuition, instructor, etc.) have been paid by the District will not be approved for salary advancement.

"Graduate Level" shall mean: coursework taken at an accredited university, that the university identifies as graduate level. For tenured teachers, this does include 500 level (professional development) coursework taken through the University of Alaska system.

**Approved Fields of Study**

- Integrated/Thematic Instruction
- Counseling
- Cooperative Learning
- Mastery Learning/Competency Based Education
- Culturally Relevant Teaching/Teaching in a Multi-Cultural Environment
- Developmentally Appropriate Practices
- Inclusion
- Authentic Assessment
- Team Teaching
- Early Childhood Special Education
- Computer Assisted Instruction/Education Technology
- School Administration

Course Name	Course Number	Credit Hours	Identify "Approved Field of Study" (Attach catalog course description and evidence of graduate level)	Cost (Tuition Only)

College or School Name: \_\_\_\_\_

Course Dates: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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**Approved**     **Disapproved**

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date

*Revised: July, 1997*