



HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

Request for Course Approval

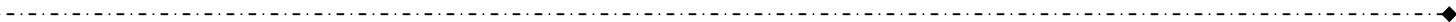
Employees requesting tuition reimbursement must complete this form and submit all copies to the Office of Human Resources. If the request is approved, reimbursement may be obtained by submitting an official grade slip/transcript or other approved documentation to the Office of Human Resources along with a "Request for Tuition Reimbursement" form, which should be available in the school or department office. Except for college course work and CPD course work, proof of cost of activity must be submitted with the Tuition Reimbursement form. Refer to the Master Agreement for more information.

Employee Group: AFSCME Professional Staff (OT,PT,SLP,SMHT)
(Check one) Educational Support Professionals (food service, clerical, assistants, nurses, interpreters, co-technical, and school-based technical)

Please describe the course or program, indicating the number of credits or continuing education units to be earned.

Table with 3 columns: COURSE/PROGRAM/ACTIVITY, NO. OF CREDITS OR CEUs, COST

Reason for taking the course:



Submitted by: Approved Disapproved

Name

School/Department

Position Date

Employee ID# or Social Security #

REASONS FOR DISAPPROVAL:

- Six month probationary period is not complete
Did not submit for approval prior to taking course
Not relevant to assignment/certification
Other:

Human Resources Date