

**WESTFORD PUBLIC SCHOOLS
APPLICATION FOR APPROVAL OF A
COURSE OF PROFESSIONAL STUDY or CONFERENCE/WORKSHOP**

Name: _____ **School:** _____ **Position:** _____

I hereby request approval of a course entitled _____
at _____ (institution). **Please attach syllabus if an online course request.**

*Only graduate courses at accredited colleges and universities or University of Westford courses, that receive prior approval of the Assistant Superintendent before the first day of class will be considered for the appropriate column advancements.

This course begins _____ (month), 20_____ and ends _____ (month), 20_____

This course will amount to _____ graduate credit(s) or PDPs _____ COHs _____ Other _____

I am taking this course for (check which applies): ☐ Content OR ☐ **Non-content: ☐ 1st or ☐ 2nd in 5-year cycle

I have achieved 30 credit hours beyond my Masters (M+30): ☐ Yes ☐ No If yes, year M+30 was achieved _____

** If the employee intends on taking a non-content course, a rationale for taking the course and how it will enhance the educational experience of the students should be included on the course approval form. Please attach rationale.

- () Column Advancement: Bachelors _____ Initial Masters _____
Master's +30 _____ Date Master's degree conferred (**required for M+30 course request**) _____
- () Degree Requirement
- () Professional Development (A proof of completion is required for reimbursement)
- () Conference/Workshop (up to \$200 in lieu of courses taken for credit or audit)
- () Other (Please specify) _____

I request \$_____ tuition reimbursement for this course or conference/workshop during this school year 20____/20____

PLEASE NOTE:

- In order to receive reimbursement and/or column transfer, the Building Principal and the Assistant Superintendent must approve the course in advance of the first class meeting.
- It shall be the responsibility of the employee to present to the Assistant Superintendent column change worksheet of previously approved courses with official grade reports for promotion to the M+30 column. An official transcript is needed for the Bachelors to Masters column change.
- It may be required to justify the purpose for taking this course & its relationship to the IPDP (Individual Prof Dev Plan).
- Course Reimbursement will be made in accordance with the WEA contract. Upon completion of course, an official transcript and proof of payment must be submitted within 90 calendar days.
- Please notify the office of the Assistant Superintendent, in writing, if the course is canceled or if you withdraw.

Employee Signature: _____ **Date:** _____

1. APPROVED () DISAPPROVED () Reason for non-approval _____

Signed _____ Sub account # _____ Date _____
Principal (If sub is required)

2. APPROVED () DISAPPROVED () Reason for non-approval _____

Signed _____ Date _____
Assistant Superintendent

3. Certificate of passing mark and proof of payment presented to and approved by:

Signed _____ Date _____
Assistant Superintendent

****Please note – reimbursement process****

When applying for course reimbursement please provide:

(1) A copy of this approved form (2) **proof of payment** which needs to be either a canceled check or a credit card or a bank statement that identifies the employee and the actual transaction, (3) **an official transcript**, or certificate of attendance for PD (4) the address you'd like the reimbursement check mailed to (**below**). Please send the entire package to the **Asst. Superintendent, Central Office**.

Mailing address: _____