

Maine School Administrative District #35

REQUEST FOR APPROVAL OF COURSE(S)/WORKSHOP(S)

Name (please print) Position School

Course Number/Title College/School Credits/CEU's Graduate/Undergraduate

Empty table rows for course details.

Reason for taking course/workshop:

Are you currently enrolled in a Bachelors'/Masters'/CAGS'/PhD program? Yes No

Administrator's Signature: Date:

Superintendent's Signature: Date:

Course request: Approved Disapproved

YOUR COURSE WILL BE REIMBURSED AS: TAXABLE INCOME NON-TAXABLE REIMBURSEMENT

Reimbursement: When you complete your course(s) please forward a copy of your receipt, grade report and a completed Request for Reimbursement form to the Superintendent's Office.

Reimbursement is considered taxable income if it does NOT meet the following IRS guidelines:

- a course that is used to satisfy recertification requirements (to meet the minimum requirements for his/her current job, OR
• a course required by the employer, OR
• a graduate level course leading to an advanced degree because the employer requires an advanced degree to maintain the employee's current position, OR
• a course to maintain or improve his/her skills for the current position, AND the course is not part of a program of study leading to a degree in a different trade or profession.

Copy: Superintendent's Office
Principal
Staff Member