

Professional Personnel

Exhibit – Subject Approval

SUBJECT APPROVAL FORM

GRADE OR

NAME OF TEACHER _____ SCHOOL _____ SUBJECT _____

DATE SUBJECT TAKEN (BE SPECIFIC) _____ TO _____
(BEGINS) (ENDS)

WHERE IS THIS SUBJECT TO BE TAKEN? _____

FROM WHAT SCHOOL? _____

WHAT GRADUATE DEGREE ARE YOU WORKING ON? _____

ARE YOU RECEIVING FINANCIAL AID FOR THIS SUBJECT? _____

SUBJECT NUMBER	NAME	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____

CPEs shall be reimbursed \$50 per credit hour for the actual tuition costs incurred, provided, however, that CPEs shall not be reimbursed for courses towards the attainment of a Type 75 certificate, doctorate, or Superintendent certificate. All coursework requires the pre-approval of the Superintendent.

Reimbursement shall be based upon the following conditions:

- A. Course work shall be accredited college courses.
- B. Course work must be directly applicable to the CPE’s work (i.e. job specific) in the Granite City School District. If the CPE seeks coursework outside of the field of the teacher’s current assignment, approval of such coursework will be made by the Superintendent on a case-by-case basis.
- C. The Superintendent’s approval must be received prior to enrollment in the course.
- D. CPEs on a leave of absence or a sabbatical leave shall not be eligible for tuition reimbursement.
- E. Reimbursement shall be applicable to the year coursework is successfully completed.

- F. Reimbursement will be made upon presentation of a grade report or transcript and proof of payment for that course.
- G. Reimbursement shall only be made if the CPE completes the course and receives a grade of “B” or higher, or if the course is pass-fail, the CPE receives a “pass.”

No payment will be made for any courses taken for which the individual is receiving financial aid, such as scholarships or federal grants.

Approval of the Superintendent or his/her designee must be obtained prior to enrollment in a course for which compensation is desired unless the course is being taken to satisfy the requirements for a graduate degree. Upon enrollment in a course taken to meet the requirements of a graduate degree, notification of such enrollment shall be given the administration within one week of the date of enrollment.

CPEs requesting approval for courses other than graduate degree requirements may list alternate courses. Course titles and numbers must be included in the request.

In the event that original and alternate courses become unavailable, persons may request approval of any substituted course within one week of enrollment.

Requests for compensation of a completed course shall be made within twelve weeks after the closing date of a quarter or semester.

Vocational department teachers desiring professional improvement in their field, but who are unable to find such a course offered by an institution accredited by North Central Association of Secondary Schools and Colleges the course from a non-accredited institution.

APPROVED BY _____ DATE _____

Reviewed: 06/08/2021