



## ADMINISTRATIVE STAFF TUITION REIMBURSEMENT APPLICATION

\_\_\_\_\_  
 Administrator Name Address City, State, Zip

Current School & Position \_\_\_\_\_

College/University you plan to attend \_\_\_\_\_

Is this graduate credit? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, is the credit needed to acquire newly mandated certification in your current teaching area which had not previously required specific certification?  
 Yes \_\_\_\_ No \_\_\_\_

Cost per credit hour \$ \_\_\_\_\_

Course #	Course Name	Beginning Date	Completion Date	Semester Hours

Place an "X" in the box next to each statement below which applies:

\_\_\_\_\_ The course(s) will apply toward an advanced degree in education.

\_\_\_\_\_ The course(s) will apply toward requirements and/or certification necessary for advancement to other educational administrative positions.

\_\_\_\_\_ The course(s) will help provide knowledge and/or skills needed in my current position.  
 Explain: \_\_\_\_\_

1. This application must be **received** and **approved** in the Office of Human Resources prior to the beginning of class.
2. An **official transcript** or an **original report card**, along with **verification of payment**, shall validate the approved course work.
3. The college/university offering the course work shall be accredited by a regional agency and the Department of Elementary & Secondary Education of the State of Missouri.

_____ Approved	_____ Disapproved	_____ Date Application Received
_____ Appealed	_____ Date	_____ Assistant Superintendent