

South Newton School Corporation

Continuing Education Approval Form

Instructions:

1. Please fill out the information below and submit to the Superintendent for approval prior to enrollment in the graduate course.
2. After completion of the course submit an Accounts Payable Voucher along with your receipt and transcripts to the Corporation Treasurer before August 10.
3. Payments will be made annually following the August School Board Meeting. The maximum annual reimbursement is \$300.

Teachers Name (please print): _____

Graduate Course Name: _____

Graduate Course Level Number: _____

University offering class: _____

Cost per credit hour: _____

Number of credit hours: _____

Dates of class: _____

Other Information: _____

Signature of Teacher

Date

Superintendent Comments:

Signature of Superintendent

Date