

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 by December 1 or May 1.
- 3. Payments will be made following the December or May 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