

PROFESSIONAL STAFF DEVELOPMENT PROGRAM  
ARTICLE XII-I

COURSEWORK APPROVAL

I, \_\_\_\_\_, request approval for graduate course  
\_\_\_\_\_, which is offered by \_\_\_\_\_  
\_\_\_\_\_, and is a course included in my graduate  
program of study, which is in the field of \_\_\_\_\_  
\_\_\_\_\_. The course is \_\_\_\_\_ semester/quarter hours of  
credit and will be taken during the \_\_\_\_\_ semester/quarter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School Building Location

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved/Disapproved - Superintendent

LOGAN-HOCKING LOCAL SCHOOL DISTRICT  
LOGAN, OHIO

PROCEDURES FOR REIMBURSEMENT OF TUITION UNDER THE  
PROFESSIONAL STAFF DEVELOPMENT PROGRAM

In order to apply and qualify for professional staff development reimbursement under Article XII-I of the Master Contract between the Logan Education Association and the Logan-Hocking Local Board of Education the following procedures must be followed:

1. The teacher shall file with the superintendent or his/her designee, a letter from the graduate school certifying enrollment in a graduate program leading to a Master's Degree in education.
2. The teacher shall file with the superintendent or his/her designee, a copy from the college/university of the program/course of study leading to the Master's Degree in education.
3. Upon completion of each course the teacher shall file with the superintendent or his/her designee a copy of the grade showing successful completion of the course as well as a receipt showing payment for the course.
4. With the satisfactory filling of all materials the superintendent or his/her designee will cause the treasurer of the Logan-Hocking Local School District to disburse payment for reimbursement of said course in accordance with the payment schedule contained in Article XII-I of the LEA contract. Said disbursement is to be made within thirty days of the teacher filling all paperwork.