

PROFESSIONAL STAFF DEVELOPMENT PROGRAM
ARTICLE XII-H

COURSE 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
(circle one)
hours of credit and will be taken during the _____ semester/quarter.
(circle one)

Date

Signature

School Building Location

Date

Approved/Disapproved – Superintendent

*Please note: You must indicate whether the hours are semester or quarter hours. Upon completion of course work a grade card or transcript along with a receipt showing payment for the course must be submitted for reimbursement.

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-H 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 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 designee, a copy of the program/course of study from the school leading to the Master's Degree in education.
3. Upon completion of each course the teacher shall file with the superintendent or designee a copy of the grade card showing successful completion of the course as well as a receipt showing payment for the course.
4. With the satisfactory filing of all materials the superintendent or 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-H of the LEA contract. Said disbursement to be made within thirty days of the teacher filing all paperwork.