

**OWASSO PUBLIC SCHOOLS
CERTIFIED PERSONNEL - COLLEGE REIMBURSEMENT
APPROVAL APPLICATION**

1. The cost will be based on a maximum of up to \$100 per semester hour for graduate courses or up to \$50 per semester hour for undergraduate courses.
2. A maximum of six (6) hours of coursework per certified employee per semester (i.e., fall, spring, summer) may be reimbursed.
3. Employees are responsible to:
 - a. Submit Approval Application to Human Resources/Lisa Johnson by:
 - September 15 - Fall Semester - ****October 1 for Fall 2018****
 - January 15 - Spring Semester
 - May 15 - Summer Semester
4. Reimbursements will be made:
 - Fall Semester - March
 - Spring Semester - June
 - Summer Semester - October

APPROVAL APPLICATION

Name: _____ Position: _____ Site: _____

Semester (please mark one) Fall _____ Spring _____ Summer _____

Course Number and Titles (maximum of 6 hours) Institution/College: _____

Course #	Course Title	Hours	Grade	Initial/Date	
OFFICIAL USE ONLY Total hours earned			Hours Paid		

Purpose (please mark one)

1. _____ Related to field of instruction
2. _____ Necessary to obtain additional certification
3. _____ Other – Explain _____

Teacher Signature: _____ Date: _____

Approval: _____ Date: _____