

**EDUCATIONAL SUPPORT PERSONNEL
DEGREE TUITION REIMBURSEMENT PRE-APPROVAL FORM**

Educational Support Personnel are required to seek pre-approval for education-related courses that may qualify for tuition reimbursement by submitting this form to the Superintendent.

Please submit a link, or printout of the university description of the plan of study for degree programs or coursework for tuition reimbursement requests.

A copy of this Pre-Approval form will be returned to you. The original will be placed in your personnel file.

FIRST & LAST NAME	
CURRENT BUILDING & JOB ASSIGNMENT	
DATE OF REQUEST	
EXPECTED START DATE FOR PROGRAM _____ EXPECTED COMPLETION DATE _____	
<input type="checkbox"/> Requesting pre-approval for education-related Bachelor degree program and potential tuition reimbursement	
<input type="checkbox"/> Requesting pre-approval for a Master of Arts in Teaching (MAT) degree program and potential tuition reimbursement	
ESP's Signature: _____ Date: _____	
<input type="checkbox"/> Request Approved Eligible Program	
<input type="checkbox"/> Request Denied Ineligible Program Reason:	
Superintendent's Signature	
Date	