

**Schuylkill Haven Area School District**

**Request for Reimbursement of Approved Graduate Credits**

Teacher \_\_\_\_\_ School \_\_\_\_\_

I, herein, request reimbursement for earned credits, at a rate indicated below as per the negotiated contract agreement between the Schuylkill Haven Education Association and the Schuylkill Haven Area School District.

I have attached **a copy of the grade report or transcript** for the applicable course(s) and the **receipt of payment** for said course(s).

	<u>Course Title &amp; Number</u>	<u>No. of Credits</u>	<u>Institution</u>	<u>Dates</u>
1.	_____	_____	_____	_____ to _____
2.	_____	_____	_____	_____ to _____
3.	_____	_____	_____	_____ to _____
4.	_____	_____	_____	_____ to _____
5.	_____	_____	_____	_____ to _____

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

(Please file in duplicate)

Please see reverse side for specific contract terms.

***For Office Use:***

Number of Approved Credits

\_\_\_\_\_

X

Approved Rate = Reimbursement

\_\_\_\_\_

\_\_\_\_\_

APPROVED: \_\_\_\_\_

Superintendent

DATE: \_\_\_\_\_

The following is an extract of the negotiated contract between the School District and the S.H.E.A. Please note all provisions of the program before completing forms.

#### APPENDIX B

5. The Schuylkill Haven Area School District will reimburse professional employees for additional credit hours beyond the baccalaureate degree or normal certificate in accordance with the following guidelines:
  - a. Prior approval of the Superintendent is required.
  - b. A maximum of 12 credits will be reimbursed by the district during any one contract year.
  - c. Staff members who are permanently certified shall have no maximum limitation on the number of reimbursable credits per year.
  - d. The rate of reimbursement shall be the prevailing per credit rate as established by the Pennsylvania State University (Schuylkill Campus).