



Lakeland School District
 1355 Lakeland Drive
 Scott Township, PA 18433
 Telephone: 570-254-9485
 Fax: 570-254-6730

Pre-Approval for Graduate Credits

Instructions: Complete Section I and submit this form to the District Office prior to the start of the class for reimbursement purposes. Failure to submit this form prior to the start of the course, forfeits any reimbursement entitlement. The reimbursement amount is determined by individual contract, collective bargaining agreement, or Board Policy. Complete Section III at the conclusion of the course and submit to the District Office.

Section I-Completed by the Employee

Employee Name: _____ Current Assignment: _____

Please find listed the college/university credit courses in which I plan to enroll.

College/University: _____

Course Number and Title: _____ (Attach course description)

Graduate Course? Yes No Course Credit value: _____

Course Start Date: _____ Course End Date: _____

Tuition Cost for Course: \$ _____ (include invoice)

Please state your reasons why you feel this course should be approved and how it will help you in your current assignment.

 Employee Signature

 Date

Section II-Completed by the District

Total Requested Credits for the current school year: _____ Approved Not Approved

 Superintendent

 Date

Section III-Completed by the Employee

The above course was completed on _____, with a grade of _____.

The following documentation is necessary, and should be included with this form: Transcript Account Statement

 Employee Signature

 Date

Section IV-Completed by the District

Tuition Amount: \$ _____ Reimbursement Amount \$ _____

 Superintendent

 Date