Medford Area Public School District

Educational Credit Reimbursement Form

Reference: Educational Credit Application Form

I have taken graduate course work which applies to a program that is relevant to an educational certification as recognized by DPI licensing. I am requesting credit reimbursement for educational credits previously submitted and approved by the District.

The district will reimburse a maximum of three credits per year at a rate up to $175.00 per credit. You must attach a receipt showing the amount you paid per credit.

Employee's Name: (print)	School: Alt HS MASH MAMS MAES SES RVA
Course Title: **(attach grade report or transcript from college/university)**	
Number of Credits to Reimburse: **(not to exceed 3 credits per year)**	Total Amount Requested: # of credits x $175.00 **(not to exceed $525.00 per year)**
Employee's Signature:	Date:

(must have principal signature)

For Office Use Only

❑ **Approved – amount to reimburse $**_____

Accounting Code _____

❑ **Denied – Reason** _____

Principal	Date	District Administrator	Date

cc: Payroll/ Personnel
    Accounts Payable