

**MARTHA'S VINEYARD PUBLIC SCHOOLS
ASSISTANT'S COURSE APPROVAL FORM**

Date Submitted: _____

Name: _____ School: _____ Job Title: _____

Course/Workshop/Conference Name: _____

Physical Location: _____

Date(s) of Course: _____ Estimated cost of Course: _____

Explanation of Course:

Indicate Course Format (i.e. Classroom, Internet, etc.) _____

Principal's Signature

Date

Superintendent's Signature

Date

After obtaining both signatures, this form should be kept by your Principal. Once you have completed the course, you must fill out a "Request for Course Reimbursement". The approval form and the reimbursement form will be matched up and then processed for payment by the school in which you are employed. Any request for reimbursement should be for courses, workshops or conferences, which pertain to your present position and not for course work taken toward personal certification.