

# MARTHA'S VINEYARD SUPERINTENDENT'S OFFICE TEACHER'S COURSE APPROVAL FORM

FROM THE "PROFESSIONAL ENHANCEMENT FUND"

\_\_\_\_\_  
DATE SUBMITTED

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
FTE %

\_\_\_\_\_  
COURSE/WORKSHOP/SEMINAR NAME:

\_\_\_\_\_  
# OF CREDITS

\_\_\_\_\_  
AFFILIATED INSTITUTION/COLLEGE

\_\_\_\_\_  
ESTIMATE COST OF COURSE

COURSE TAKEN (**check one**): ON ISLAND  OFF-ISLAND  INTERNET

\_\_\_\_\_  
DATE(S) OF COURSE

CLASSROOM:  VIDEO:  CORRESPONDENCE:  INTERNET:  OTHER:

RELATED TO THE FIELD OF TEACHING: (*Please provide a brief description*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Graduate Level: \_\_\_\_\_ Bachelor +: \_\_\_\_\_ Other: \_\_\_\_\_

*To be eligible for course/workshop/seminar reimbursement from the **Professional Enhancement Fund**, the employee must serve under the Teacher's Collective Bargaining Agreement. For those employees not hired under a teacher's contract, the school in which they are employed should process reimbursement. No course can be reimbursed without a signed "Course Approval Form". Additionally, you must submit a "Course Reimbursement Form" with the appropriate information. Teachers can be reimbursed for 9 credits taken during the year (September 1 – August 31). Pro-rated teachers will receive a pro-rated reimbursement.*

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
DATE

*Please submit this form to Janet Sylvia at the Superintendent's Office. Thank you!*

\_\_\_\_\_  
DATE RECEIVED AT SUPERINTENDENT'S OFFICE

\_\_\_\_\_  
By: SIGNATURE