

# MARTHA'S VINEYARD SUPERINTENDENT'S OFFICE TEACHER'S REQUEST FOR COURSE REIMBURSEMENT

FROM THE PROFESSIONAL ENHANCEMENT FUND

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

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SCHOOL

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

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

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

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

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

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

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

COURSE TAKEN (*check one*): ON ISLAND

OFF-ISLAND

INTERNET

\$

\_\_\_\_\_  
COST OF COURSE ONLY (NO MATERIALS, BOOKS, ETC.)

\_\_\_\_\_  
FISCAL YEAR

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## NO COURSE WILL BE REIMBURSED WITHOUT THE RECEIPT OF THE FOLLOWING:

1. Documentation of what you paid for on-island courses or for any workshop/seminar (ex: copy of cancelled check, copy of invoice from college, etc.).
2. Official transcript from Institution. Must pass with a "B" or better.
3. A "Course Approval" previously signed by your Building Principal and submitted to the Superintendent's Office.

**\*\* Submit this request to Janet Sylvia at the Superintendent's office for payment from the Professional Enhancement Fund. Teachers can be reimbursed for 9 credits taken during the year (September 1 – August 31). Pro-rated teachers will receive a pro-rated reimbursement.**

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

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

**PEF**

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
FISCAL YEAR

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

\$

\_\_\_\_\_  
AMOUNT TO BE REIMBURSED

\_\_\_\_\_  
DATE OF WARRANT