

CENTRAL BERKSHIRE REGIONAL SCHOOL DISTRICT

P.O. Box 299

Dalton, MA 01227-0299

**PRELIMINARY COURSE OF APPROVAL**

Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ School \_\_\_\_\_

Approval is requested for: \_\_\_\_\_  
(Title of Course)

Instructor \_\_\_\_\_ Sponsored by \_\_\_\_\_

Hours of Credits \_\_\_\_\_ Graduate: [ ] Undergraduate: [ ]

Times of Meetings \_\_\_\_\_ Place of Meetings \_\_\_\_\_

Dates (Inclusive) \_\_\_\_\_ to \_\_\_\_\_

Expected date of completion (if other than above) \_\_\_\_\_

Credits thus earned to be applied to: (Check all that apply)

- ( ) Merit gate to be met Indicate gate \_\_\_\_\_
- ( ) Master's Equivalency
- ( ) Master's Degree
- ( ) Master's plus 15 credits
- ( ) Master's plus 30 credits
- ( ) Master's plus 45 credits
- ( ) Course reimbursement for recertification (see reverse side for contract language)

Please indicate what use you expect to make of this course in relation to your teaching assignment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

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Preliminary approval is hereby granted. It is the responsibility of the teacher to present transcripts of grades of issuance from the sponsoring accredited institution to the office of the Assistant Superintendent. Upon such presentation, credits will be recognized.

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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Credit notification received \_\_\_\_\_ Taken \_\_\_\_\_

Grade \_\_\_\_\_ Credits granted \_\_\_\_\_ Graduate [ ] Undergraduate [ ]

***Preliminary approval of Assistant Superintendent is required for courses to be applied to advancement on the salary schedule. Submit in duplicate: one copy for the teacher and one copy for the office files.***

### **Contractual Language Regarding Course Reimbursement:**

8.3.3 During the term of this agreement, a unit member shall be allowed one college course per year at the District's expense. The District agrees to reimburse a unit member up to a maximum of \$400 in each fiscal year of this contract, so long as the member receives a minimum of 3.0 in said course, for tuition, fees and books. A unit member shall submit a written request for reimbursement with evidence of payment to the District within the fiscal year in which the course was completed. A unit member seeking to take a course during the summer must advise, in writing, the Superintendent or his designee by no later than June 15. Reimbursement shall be paid in the order the taking of a course was approved pursuant to Section 5.7 by the Superintendent, up to an aggregate maximum for all unit members of \$48,000 per fiscal year and the remainder, if any shall not be reimbursed.