I, _________________________________________________________
hereby request the Superintendent’s prior approval of tuition fees as provided in the
Negotiated Agreement.

Name of Educational Institution ______________________________

Type of Program:         _____ Permanent Certification
                        _____ Area of Certification
                        _____ Pre-Approved Masters (Letter from college certifying admission
to Master’s Degree Program is required.)
                        _____ Other Educational Areas Directly Related to Improvement of
Professional Performance

Description of Courses (List each course separately):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course begins ______________________, 20____ and ends ______________________, 20____

Tuition Reimbursement Per Credit will be determined as to how many credits have previously
been paid during the fiscal year.

Signature ______________________________ Date ______________________

SUPERINTENDENT’S ACTION

Approved _____ Rejected _____ Date ______________________

Comments ___________________________________________________________
___________________________________________________________
___________________________________________________________

Superintendent’s Signature ______________________________

Rev. 8/2013