

RANDOLPH TOWNSHIP SCHOOLS

Request for Course Approval
(Use one request form for each course)

Semester (check one and fill in the school year and course ending date):

Summer (MAY - AUG) School Year Course Ending Date
Request for Summer approval must be submitted by: July 15th
NOTE: ALL SUMMER COURSE CREDITS WILL BE APPLIED TO THE SCHOOL YEAR THAT BEGINS IN THE FALL.

Fall (AUG - DEC) School Year Course Ending Date
Request for Fall approval must be submitted by: October 15th

Spring (JAN - MAY) School Year Course Ending Date
Request for Spring approval must be submitted by: February 15th

Employee name: _____

Date: _____

Position/Subject: _____

School: _____

I hereby request permission to take the following course:

_____ (Name of Course)

This is a (check one): [] Graduate [] Under-graduate* *Certificated Teaching Staff not eligible for Undergraduate Courses.

To be given at (name of college): _____ (must be an accredited institution)

On (day and time of course): _____

Briefly describe how this course relates to your current or future job responsibilities:

If approved for reimbursement of this course, you must submit a receipt of course payment and a record of the grade attained (official transcript). Refer to the REA/RTAA contract for Professional Development and Educational Improvement guidelines.

Cost per Credit: \$ _____ Number of credits for this course: _____

Do not include registration or laboratory fees.

Maximum paid per credit at the current Montclair State University rate.

Approved and forwarded:

Principal or Immediate Supervisor

Date

Human Resources Officer

Date

Incomplete or incorrect forms will be returned.

Revised JULY 2018

Please refer to Article XXIV, Section A, #1-11 to review the requirements of the REA agreement. You may be required to show additional materials to confirm eligibility for a level change.