

**COURSE APPROVAL REQUEST FORM  
ORLAND SCHOOL DISTRICT 135**

TO: HUMAN RESOURCES

FROM: \_\_\_\_\_  
Name Building Assignment Date

Course approval is requested for the following course in accordance with Article 20 of the Collective Bargaining Agreement between the Board of Education of Orland School District 135 and the Orland Council of Educators. Course approval requests must be made at least two weeks before classes are scheduled to start and prior to registration.

COURSE NO.: \_\_\_\_\_ TITLE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_ SEM. HRS: \_\_\_\_\_

OFFERED BY: \_\_\_\_\_ University: \_\_\_\_\_

DATES: \_\_\_\_\_ TO \_\_\_\_\_ \*TUITION FEE: \_\_\_\_\_

**\*No reimbursement will be made for registration fees, activity fess, books, etc.**

Degree Program:\_\_\_\_ Endorsement:\_\_\_\_ License Renewal:\_\_\_\_ District Initiative:\_\_\_\_ State Mandate \_\_\_\_  
Curriculum Assignment:\_\_\_\_ \*PLEASE CHECK ALL THAT APPLY

**\*Please submit supporting documents with all requests.**

NOTE: Courses must be offered by an NCATE or I.O.E. approved institution and must be for graduate credit.

APPROVAL MUST BE GIVEN PRIOR TO REGISTERING FOR THE COURSE)

COURSE APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of Human Resources Date

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Please do not write in this space. DISTRICT OFFICE USE ONLY

\_\_\_\_ Non-Tenured, credit only  
\_\_\_\_ Non-Tenured, eligible for reimbursement  
\_\_\_\_ Tenured

**CREDIT AND/OR TUITION REIMBURSEMENT**

CHARGE TO \_\_\_\_\_ YEAR REIMBURSEMENT AMOUNT: \_\_\_\_\_

COURSE NO. \_\_\_\_\_ PAID TO DATE: \_\_\_\_\_

ADD \_\_\_\_\_ HOURS YEAR TO DATE: \_\_\_\_\_

NAME/DESCRIPTION \_\_\_\_\_ APPROVED: \_\_\_\_\_

MAXIMUM TUITION REIMBURSEMENT MET \_\_\_\_\_

**UPDATED: MAY 2016**