

Agua Fria Union High School District No. 216

REQUEST FOR APPROVAL (FORM A): SUPPORT STAFF GROWTH APPROVAL REQUEST

Please complete this proposal and return it to the Human Resources Office prior to enrollment in courses and by no later than **April 1st** for courses intended to be taken the following July 1 through June 30. A copy will be returned to you indicating whether or not each specific course has been approved toward District provided course reimbursement; a second copy will be placed in your personnel file; a third copy will be forwarded to your Site Principal/Supervisor.

I plan to attend _____ January 1 – June 30
 College/University/Technical School Location July 1 – December 31

Course Title	Dept.	Catalog Number	Semester Hours	Date Course Begins	Date Course Ends	For Office Use Only Approved/Not Approved
1.						
2.						
3.						
4.						

Growth Reimbursement Requested for Course(s) Taken July 1 – June 30: **(Maximum of 15 credit hours each semester - January through June and July through December)**

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> 1 Credit Hour | <input type="checkbox"/> 4 Credit Hours | <input type="checkbox"/> 7 Credit Hours | <input type="checkbox"/> 10 Credit Hours | <input type="checkbox"/> 13 Credit Hours |
| <input type="checkbox"/> 2 Credit Hours | <input type="checkbox"/> 5 Credit Hours | <input type="checkbox"/> 8 Credit Hours | <input type="checkbox"/> 11 Credit Hours | <input type="checkbox"/> 14 Credit Hours |
| <input type="checkbox"/> 3 Credit Hours | <input type="checkbox"/> 6 Credit Hours | <input type="checkbox"/> 9 Credit Hours | <input type="checkbox"/> 12 Credit Hours | <input type="checkbox"/> 15 Credit Hours |

Reason for taking course(s): _____

Completion of this form does not constitute request for reimbursement. The Form B: Completion of Coursework Notice-Request for Reimbursement must be filed separately along with an Official Transcript indicating completion of the course(s) with a grade of "C" or better, and a copy of your paid receipt(s) for each course completed. Partial Reimbursement for approved and completed coursework will occur only once each semester. A maximum of 15 (fifteen) credit hours each semester will be eligible for partial reimbursement. Request for Partial Reimbursement - Form B and accompanying paperwork for courses completed must be returned to Human Resources for processing. Growth Reimbursement will not occur if a deadline is missed. Approved reimbursement will occur once each semester.

 Name (Please Print) Signature Date

 Principal/Site Supervisor Signature (Acknowledges Request for Course(s) Has Been Made) Date

 Human Resources Designee Date