

**Arlington Central School District**

**Office of Human Resources**

696 Dutchess Turnpike, Poughkeepsie, NY 12603, (845)-486-4460

**PRIOR APPROVAL APPLICATION FOR REIMBURSEMENT FOR COLLEGE CREDITS OR DISTRICT/BOCES IN-SERVICE WORKSHOPS FOR TEACHING ASSISTANTS**

**Please Print:**

**Please complete this application prior to the beginning of the course(s) and make a copy for yourself. Upon completion of the course(s) please submit a signed copy of this form along with your grade report or completion certificate and forward to the Human Resources Office.**

**NOTE: For courses at the college level, reimbursement shall be \$100 per credit hour with the maximum payment not to exceed \$300 per year.**

**Name:** \_\_\_\_\_ **Building:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Prior Approval:**

**Upon completion, reimbursement will be requested for:**

<u>Name of Course(s)</u>	<u>Name of College/District/BOCES</u>	<u># of Credits or Hours</u>
_____	_____	_____
_____	_____	_____

Approved by:	_____	_____
	Principal	Date

Approved by:	_____	_____
	Asst. Supt. - Curriculum & Instruction	Date

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(This section to be used after course/workshop completion):

I have successfully completed the course(s) above. Attached is my grade/completion certificate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date