

**Medford Area Public School District**

# Educational Credit Reimbursement Form

**Reference: Educational Credit Application Form**

I have taken graduate course work which applies to a program that is relevant to an educational certification as recognized by DPI licensing. I am requesting credit reimbursement for educational credits previously submitted and approved by the District.

**The district will reimburse a maximum of three credits per year at a rate up to \$125.00 per credit. You must attach a receipt showing the amount you paid per credit.**

Employee's Name: (print)	School: MASH    MAMS    MAES    SES
Course Title: <b>(attach grade report or transcript from college/university)</b>	
Number of Credits to Reimburse: <b>(not to exceed 3 credits per year)</b>	Total Amount Requested: # of credits x \$125.00 <b>(not to exceed \$375.00 per year)</b>
Employee's Signature:	Date:

(must have principal signature)

<b><i>For Office Use Only</i></b>			
<input type="checkbox"/> <b>Approved – amount to reimburse \$</b> _____ <b>Accounting Code</b> _____			
<input type="checkbox"/> <b>Denied – Reason</b> _____			
_____ Principal	_____ Date	_____ District Administrator	_____ Date

cc: Payroll/ Personnel  
Accounts Payable