

CREVE COEUR SCHOOL DISTRICT NO.76

REQUEST FOR APPROVAL OF COURSEWORK
AND
PROFESSIONAL CREDIT REFUNDS

STAFF MEMBER _____

POSITION AND/OR GRADE LEVEL _____ HIRE DATE: _____

COURSE NO. _____ COURSE NAME _____

CREDIT OFFERED THROUGH _____

LOCATION OF CLASSES _____

CLASS MEETS(DATES/TIME) _____

NO. OF SEMESTER HOURS _____

REGISTRATION COSTS _____ TUITION COST _____

OFFICE USE ONLY

One half (1/2) REGISTRATION COSTS APPROVED: Y N

ISU RATE TUITION COSTS APPROVED: Y N

SEMESTER: SU FA SP YEAR: _____

NON-TENURED STAFF: PAYMENT WILL BE HELD UNTIL SEPT. 1ST OF THE FOLLOWING YEAR: Y N

HOURS WILL BE USED TO DETERMINE LANE MOVEMENT ON SALARY SCHEDULE: Y N

SIGNATURE OF STAFF MEMBER

DATE

SIGNATURE OF SUPERINTENDENT

DATE

(5/15)