

**RUTLAND SOUTHWEST SUPERVISORY UNION**  
**APPROVAL FORM FOR COURSES, WORKSHOPS AND CONFERENCES**

**Section I:** (Completed by Employee – please print) Employee Name: \_\_\_\_\_

PO # \_\_\_\_\_ Date: \_\_\_\_\_

School Year: FY \_\_\_\_\_ School: \_\_\_\_\_ Position Held: \_\_\_\_\_

Course Title (for credits): \_\_\_\_\_

College: \_\_\_\_\_ Check One: Graduate Credit  Undergraduate Credit

Credit Hours \_\_\_\_\_ Start Date of Course \_\_\_\_\_ End Date of Course \_\_\_\_\_

Location of Course: \_\_\_\_\_ **Tuition Amount:** \$ \_\_\_\_\_

Request is for (Check One):

Reimbursement  (*Reimbursement requires pre-approval to take, proof of payment and grade report*)

Pre-Payment  (*PO not accepted by college/sponsor, or payment required at time of registration*)

Payment upon Invoice from Sponsor/College  (*PO is accepted by college/sponsor*)

**\*PLEASE NOTE: Electronic devices, equipment, technology, etc. that are included in courses, workshops, or conference, are property of the school district/RSWSU (not personal property of the teacher).**

**OR**

Workshop/Conference Title: \_\_\_\_\_ Sponsor: \_\_\_\_\_

\*\*\*\*\*

**(Required for all requests):** Please state how this professional development activity will have a positive impact on your students and how does this learning tie into your school's Action Plan?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

**Section II:** (To be complete by Building Administrator) (*Once approved by Building Administrator, please forward to Superintendent for final approval with all required documentation*)

Request is:  Approved  Denied \_\_\_\_\_ Date \_\_\_\_\_  
Building Administrator's Signature

**Section III:** (To be completed by Superintendent's Office)

\$ \_\_\_\_\_ of \$ \_\_\_\_\_ (maximum amount) for this school year.

Request is:  Approved  Denied \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent's Signature

**Employee Responsibilities:**

- Complete Section I
- Attach a description of the course/activity and completed registration form (showing costs)
- Document how this activity will have a positive impact on your students and tie into your school's Action Plan.
- Return completed form with attached description and registration form with PO requisition to your building Administrator (Main Office) for processing.
- Upon completion of course/activity forward official grade report or certificate of attendance to Superintendent's Office (within a reasonable period of time from completion).
- Refund of funds paid on employee's behalf will be required if contractual requirements are not met or when course/activity is cancelled or employee chooses not to attend (for pre-payment if funds cannot be refunded from sponsor/college due to non-attendance or cancellation).

**Failure to submit all required documentation may result in delay of approval and/or processing.**