

APPENDIX D

COURSE APPROVAL

NAME _____

COURSE TITLE _____

COURSE NUMBER _____ CREDIT HOURS _____

START DATE _____ COMPLETION DATE _____

NAME OF ACREDITED INSTITUTION _____

TUITION FEE AMOUNT _____

Provide registration form/invoice to include course subject/title and amount due

- Upon approval the tuition and fees will be paid based on the University of Maine cost per undergraduate/graduate credit.
- A deposit of \$25.00 payable to the Rangeley School Department must be submitted with this form.
- The deposit will be refunded or transferred to a new course approval upon presentation of a satisfactory grade report
- Please submit the invoice directly to the Superintendent's Office for payment
- Refer to your Teacher's Contract or Support Staff Contract for additional information

This course:

1. _____ Is towards a Master's Degree within my field of education and within my teaching discipline per contract.
2. _____ Is towards a Master's Degree that is in an area that is not in my field of education or within my teaching discipline that is beneficial to the school. If so, please provide full details on an additional sheet including the name of the Master's Degree Program and the benefits to the school.
3. _____ Is used for my teacher recertification
4. _____ Maintains and/or improves my skills for my current position as a teacher
5. _____ Maintains and/or improves my skills for my current position as an Ed. Tech. Note that Special Education Ed. Tech's must receive prior approval from the Special Education Director.

Employee's Signature: _____ Date: _____

Approval of Superintendent _____ Date: _____

Updated 2/3/2023