

**Eden Central School District
District Office**



**PRE-APPROVAL APPLICATION
for
IN-SERVICE CREDIT**

Name _____ Date _____
Course Name _____ Inservice Hours _____
Date Course Begins _____ Course Number _____
College/University/Training Center _____
Course Description _____

Please use a separate sheet for each course and provide a photocopy of the course description by the sponsoring organization for those courses not printed in a catalogue.

Please note the following:

1. The District will reimburse for tuition, if any, up to a maximum of \$125, for the course on presentation of a receipt/canceled check, showing that the teacher has paid the same.
2. Upon completion of this form and the Stipend Authorization form, the District will pay a one-time stipend of \$200 if the course involved is at least fifteen clock hours in class. The teacher must attend at least ninety percent (90%) of the required session and satisfactorily complete the course.
3. The Superintendent may approve in-service coursework for less than 15 hours. For each block of 5 accumulated approved hours of instruction time, the teacher will be paid a one-time stipend of \$66, up to the \$200 payment in any one school year. These smaller blocks of time must otherwise meet the requirements of Section 4.2.5 of the Agreement.

(For payment to be made, approval of the Superintendent must be obtained prior to the start of the course.)

_____ Principal's Signature	_____ Teacher's Signature
_____ Date	_____ Date

_____ Not Approved	_____ Approved
_____ Date	_____ Signature of Superintendent