

**ORANGE BOARD OF EDUCATION
ORANGE, NJ 07050**

COURSE APPROVAL FORM

Name _____ Title/Position _____
Present Location _____

IS THIS COURSE PART OF A MATRICULATION PROGRAM? YES NO **Date Matriculated:** _____

COLLEGE OR UNIV. _____

COURSE NAME _____

COURSE NUMBER _____ NO OF CREDITS _____

***COURSE MUST BE APPROVED PRIOR TO START OF CLASS IN ORDER TO RECEIVE REIMBURSEMENT
*LEADERSHIP COURSES OR COURSES THAT DO NOT IMPROVE INSTRUCTIONAL BEST PRACTICES IN
THE CLASSROOM WILL NOT BE APPROVED.**

<u>DATES COURSE WILL BE TAKEN</u>		Starting Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)	TUITION COST PER CREDIT ONLY
SEMESTER	YEAR			
_____	_____	_____	_____	_____

PROVIDE A BRIEF DESCRIPTION AND HOW THE COURSE DIRECTLY RELATED TO YOUR CURRENT ASSIGNMENT:

ATTACH THE COURSE DESCRIPTION FROM THE COLLEGE CATALOG OR WEBSITE

SECOND COURSE, IF TAKEN

Name _____ Title/Position _____
Present Location _____

IS THIS COURSE PART OF A MATRICULATION PROGRAM? YES NO **Date Matriculated:** _____

COLLEGE OR UNIV. _____

COURSE NAME _____

COURSE NUMBER _____ NO OF CREDITS _____

***COURSE MUST BE APPROVED PRIOR TO START OF CLASS IN ORDER TO RECEIVE REIMBURSEMENT
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Approved by: _____ Date: _____
Administrative Assistant to the Superintendent
For Operations/Human Resources

ALL FIELDS MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM TO HUMAN RESOURCES. WHEN ELIGIBLE FOR REIMBURSEMENT, THE APPLICANT MUST SUBMIT PROOF OF COURSE(S) TAKEN AND GRADE(S) RECEIVED, TOGETHER WITH HIS/HER COPY OF **THIS APPROVED APPROVAL FORM** AND PROOF OF PAYMENT (ITEMIZED BILL WITH ZERO BALANCE, CANCELLED CHECK, REGISTRATION RECEIPT, ETC.) A COURSE REIMBURSEMENT VOUCHER MUST BE FILED WITH THE PERSONNEL OFFICE. (PER O.E.A. AGREEMENT)