

Orange Board of Education

Orange, NJ 07050

Course Approval Form

Name _____ Position _____

Location: _____ Grade/Subject: _____

***Courses must be approved prior to the start of class in order to receive reimbursement.**

***Leadership courses or courses that are not directly related employee's current position may not be approved.**

Course #	Course Title	Effective Dates	College/University	Cost per Credit

State the reasons you want to take the course(s) listed above: specifically, how will this coursework affect your present assignment and impact student achievement. ***Attach course description***

I understand that any employee who leaves the district before the end of two calendar years following completion of the course(s) shall be obligated to repay the District for the amount of reimbursement received. An exception to this would be an involuntary separation from the District, e.g. termination or "Reduction-in Force (RIF)".

Employee Signature

Date

Approved by: _____
Human Resources Administrator

Date