

# Jefferson Township Public Schools

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[www.jefftp.org](http://www.jefftp.org)

**Jeanne Howe**  
Superintendent of Schools

## REQUEST FOR COURSE APPROVAL AND REIMBURSEMENT

*A course description is required with this application.*

Date of Application: \_\_\_\_\_ Approval #: \_\_\_\_\_  
Staff Member: \_\_\_\_\_ Building Assignment: \_\_\_\_\_  
Educational Institution: \_\_\_\_\_ Is this an online course (Y/N)? \_\_\_\_\_  
Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
# of Course Credits: \_\_\_\_\_ Cost per Credit: \_\_\_\_\_ Total Tuition Paid: \_\_\_\_\_  
Is course a new area of certification (Y/N)? \_\_\_\_\_ (Non-certified staff) Is course work-related (Y/N)? \_\_\_\_\_

### *For Office Use:*

Date Application Received: \_\_\_\_\_ Grades are due by: \_\_\_\_\_

### *Office of the Superintendent of Schools*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
*Superintendent's Signature*

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

Course reimbursements require prior approval from the Superintendent of schools and a grade not less than a "B".

Date tuition invoice received: \_\_\_\_\_ Grade: \_\_\_\_\_ Date Received: \_\_\_\_\_

Amount to be Reimbursed: \_\_\_\_\_ BOE Approval Date: \_\_\_\_\_