



**REQUEST FOR ACADEMIC CREDIT
NON-TEACHING PERSONNEL
A purchase order must accompany this form.**

This form must be submitted in advance and approved by your immediate supervisor and Ken Veon, Assistant Superintendent. Courses must be approved **BEFORE** taking a course. Courses taken without securing prior approval will not be reimbursed.

Date _____ Full time staff _____
Part time staff (Circle one) _____

Name _____ School/Department _____

Position _____ College/Institution _____

Name of Course _____ Course Number _____

Term/Date course will be taken _____ Credit hours _____ Semester | Graduate
Quarter | Undergraduate
(Circle one in each column)

Course Description _____

Is this course required for a degree? _____ For what degree? _____

How is this class related to your Beachwood assignment?

Full time non-teaching staff are entitled to be reimbursed 6 semester hours (maximum \$1,400) per contract year, July 1 to June 30. Part time classified staff maximum of \$300.00.

Cost of course: _____

Tangentially related? _____ (50% reimbursement) Directly related? _____ (100% reimbursement)

Approved _____ Denied _____

PRINCIPAL/SUPERVISOR _____ DATE _____

Approved _____ Denied _____

Ken Veon, Assistant Superintendent _____ DATE _____

I understand that I will be reimbursed for this class upon submission of a passing grade of "C" or better and proof of payment of the course submitted to the Treasurer's office. Under no circumstances will a course be prepaid.