

OREGON CITY SCHOOLS
PROFESSIONAL GROWTH FUND
**ADMINISTRATOR APPLICATION FOR
REIMBURSEMENT**

The Oregon City Schools Professional Growth Fund will reimburse administrators for their tuition costs. There is a maximum reimbursement of \$1,250 for each individual contract year.

Three documents shall be filed with the Assistant Superintendent:

1. This application,
2. a copy of the course registration with a receipt showing the breakdown of the tuition cost of the class (copies of credit card bills are not acceptable); and
3. a transcript or official document showing the grade earned. A "pass" or grade of B shall be the minimum grade required for reimbursement.

The contract year shall be divided in half, with the pool of funds also divided in half. The date that a course is finished will determine which half year the application will be considered. Funds will be reimbursed on a first come basis each half-year. When funds are depleted for the applicable half-year, no further applications will be considered. The first half of the funds will cover classes finished between August 1, and January 31. The second half of the fund will cover courses finished between February 1, and July 31.

I _____, hereby request reimbursement for the following class(es), per the guidelines established by contract and this form, from the Professional Growth Fund.

School Building _____

Employee Identification # (on paycheck) _____

Official date of class conclusion (date of last class meeting) _____

College or University attended _____

For official use only

Date and time Received _____

____ Approved ____ Disapproved _____
Superintendent Date