

LEDYARD PUBLIC SCHOOLS
Educational Program Approval Form

Name _____ District _____
School _____

Program _____

Program Description: _____

Superintendent's Signature

Date

Steps to receive program approval and credit reimbursement for courses taken.

1. Meet with the Superintendent for program approval. Complete and bring this Educational Program Approval Form with an explanation of course of study to the meeting.
2. For all courses in the program, teachers must complete the Course Approval Request Form **PRIOR** to starting a course.
3. At the completion of the course, please submit to Central Office the following:
 - evidence of course payment
 - your grade showing successful completion of the course with at least a grade of "B"
 - Tuition Reimbursement Form.

Course credit reimbursement will be made up for a total of 15 credits or 5 courses per calendar year. Reimbursement will be paid at the rate of ½ the cost per credit hour not to exceed the cost per credit hour at the University of Connecticut.