



Course Request Reimbursement

Dear Colleague:

The process to request course reimbursement has been simplified for your convenience.

All the appropriate paperwork bulleted below must be submitted to the Assistant Superintendent electronically as an attachment:

- This completed form
- A course description from an accredited institution or agency
- A copy of a canceled check or credit card statement
- The cost of the course excluding registration or other fees

Please send all documentation to the attention of Julia Ferreira, ferreira.julia@marbleheadschoools.org and Kathy Gallagher, gallagher.kathy@marbleheadschoools.org.

A copy of this document will be returned to you with an approval or denial.

Your name: _____ Area of certification: _____

Your position: _____ Today's date: _____

Your school: _____ Dates of course: _____

College, university , or agency: _____

Course title: _____

For movement on the salary scale/ lane change 2023-2024 SY? Yes No

Is the course in your area of certification? Yes No

Cost of course less fees: _____

Administrative Section

Approved Rejected Estimated reimbursement _____

Superintendent or designee signature _____

**Once the course has been successfully completed with a B- average or better
please submit an official transcript.**