

Six-Hour Staff Development Pre-Approval Form

SARATOGA SPRINGS CITY SCHOOL DISTRICT

DIRECTIONS:

- ❖ **Prior to course date** complete the form along with supporting documentation (course description, flyer, etc.) and route to the appropriate administrators for their signature in this order:
 1. Building Principal
 2. Karen Stanley
 3. Colleen Carroll

- ❖ When you receive notification of approval, it will be your responsibility to register and make payment for the course/conference.

- ❖ A **one time** reimbursement for up to \$150.00 is available for a **pre-approved** course that *is*:
 1. Separate from a conference paid by your building
 2. Outside of regular school hours
 3. **Not** claimed as additional graduate hours on your salary schedule

- ❖ To request reimbursement please submit a PURCHASE ORDER along with your RECEIPT of payment (receipt, cancelled check, credit card statement, etc.) to Colleen Carroll at 3 Blue Streak Blvd.

- ❖ Verification of your participation (certificate or other formal documentation of attendance) must be sent to Colleen Carroll in order to substantiate your hours.

Name:	Home Address:
Building:	Home Phone:
Title of Course:	
Course Description (please attach any brochures, pamphlets or flyers that correspond to the course) :	
Justification:	
Number of Hours:	Dates:
Location:	Approximate Cost: <small>(Registration fee reimbursement for up to \$150.00)</small>

_____ (Building Principal) _____ (Date)

_____ (Karen Stanley, Director for Human Resource Services) _____ (Date)

_____ (Colleen Carroll, Director for Staff Development) _____ (Date)

For Office Use Only

Receipt	Approved	Denied	Notification