

Teaching Assistants Prior Approval Application
Reimbursement for College Credits or Non-Credit Workshops

Directions:

1. Complete this application prior to the beginning of the course(s) and have your principal sign the form for approval.
2. Make a copy for yourself.
3. When the course is completed:
 - a. submit a signed copy of this form along with your grade report, official transcript or completion certificate
 - b. complete a Claim Form with proof of payment (form is available in your main office or at link below)
<https://www.arlingtonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=698&dataid=2650&FileName=Claim-Form---blank.pdf>
 - c. forward all documents to the Human Resources Office.

Note: For courses at the college level, reimbursement shall be \$1000 per year for TAs working minimum of 25 hours or more each week for courses related to the field of education. Non-credit classes are reimbursable up to \$100. (District maximum payout of \$50,000 per year)

Date: _____

Employee Name: _____ **Building:** _____ **Assigned Hours:** _____

Prior Approval:

Upon completion, reimbursement will be requested for:

<u>Name of Course(s)</u>	<u>Name of College/District/BOCES</u>	<u># of Credits or Hours</u>
_____	_____	_____
_____	_____	_____

Approved by: _____
Principal Printed Name and Principal Signature Date

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(This section to be used after course/workshop completion):

I have successfully completed the course(s) above. Attached is my grade/completion certificate, Claim Form and proof of payment.

Employee Name Date

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Office Use Only:

HR Department Approval: _____ Date: _____

Approved for Payment: Yes _____ No _____ If no, why not? _____

Business Office: _____