

Ridgway Area School District

CREDIT/ACT 48 PRE-APPROVAL

What is the Purpose of the Form?

This form is to be used to apply for pre-approval of college courses and Act 48 as required by the contract between the School District and its employees.

Who Should File the Form?

Any employee who wishes to be reimbursed for college credits and/or will be taking ACT 48 hours must receive pre-approval from the superintendent.

When Should the Form be Filed?

The form should be completed and sent to the superintendent **prior** to enrolling in a college course or any Act 48 activity. Approval **will not** be granted once the course starts. Once the Superintendent has reviewed the form he will either approve or deny the form and a copy will be sent back to you for your files. If you do not receive a copy back in a timely manner please call the superintendent's office.

Reimbursement

Credits - The District does not pay for correspondence courses or any additional fees such as fees for materials, books, activities, etc, and should not to be included for reimbursement. The current contract will also define payment of credits. A copy of the signed pre-approval form should be returned for reimbursement, with proof of payment and a grade report.



RIDGWAY AREA SCHOOL DISTRICT CREDIT/ACT 48 PRE-APPROVAL FORM



CREDIT PRE-APPROVAL *(**Attach course/catalog description)*

Credits	Course Number	Course Title	Start Date	End Date

ACT 48 PRE-APPROVAL

Hours	Name of Class/Activity	Start Date	End Date

College/University/Provider:
Current Certification:
Current Assignments:
Relation of Study to Present Assignment/Certification:

Please (X) check area for which you are seeking ACT 48 approval:

Teachers	Content _____ Teaching Practices _____ Diverse Learning _____
Guidance Counselors	Standard Based Content _____ Counselor Based Content _____
Education Specialist	Health Related Content _____
Administrators	PIL Related Content _____

Teacher Print Name	PPID #	Teacher Signature/ Date
Superintendent's Signature	Date	Approved ____ Denied ____

**Request for Reimbursement of Credits should be submitted to the Superintendent's Office and must include the following documentation for reimbursement: Grade Report _____ Proof of Payment _____ Cost per Credit *(no additional fees are to be include)* \$ _____

** Submit copies of any documentation for ACT 48 (grades, transcripts, certificates, letters, etc.) to the Superintendent's Office

OFFICE USE ONLY		
Reimbursement Amount \$	Check #	Date