

Watertown Public Schools
FY25 Application for Course Approval and Tuition Reimbursement

****Top portion of this form should be completed PRIOR to course start date. Forms cannot be accepted if the course has already begun****

NAME _____ TODAY'S DATE _____

**HOME ADDRESS _____

(*Please inform Christine Carletti if there is an address change before the end of the school year. Reimbursement checks will be mailed to your home address on this form)

SCHOOL _____ Position _____ WEA Unit _____

NAME OF COURSE _____

DATES OF COURSE _____

COLLEGE OR INSTITUTION _____

GRADUATE COURSE CREDIT(S) _____ COST OF COURSE \$ _____

Is the course in the teacher's certification or related to current teaching position?

Yes No

Course Approval:

Signature of Coordinator Date _____

Signature of Principal Date _____

Signature of Assistant Superintendent or Designee Date _____

When the course has been completed, please send the following information to Central Office, Attn: Christine Carletti:

1. Official Transcript of grade in **Sealed** Envelope from the College/University _____
2. Receipt/copy of tuition bill _____
3. Proof of Payment of tuition bill _____

Central Office Use Only:

1. Transcript Verified _____
2. Receipt of tuition bill/proof of payment _____
3. Amount Reimbursed _____
4. Purchase Order Number _____

Approval for Tuition Reimbursement: _____
Signature of Assistant Superintendent of Schools or Designee/Date