

KNOX COUNTY EDUCATIONAL SERVICE CENTER

PRE-APPROVAL REIMBURSEMENT FOR EDUCATIONAL EXPENSES

NAME _____

COLLEGE OR UNIVERSITY _____

COURSE # _____ DATE COURSE WILL BE TAKEN _____

COURSE TITLE _____

NUMBER OF HOURS _____ SEMESTER _____ QUARTER _____

EMPLOYEE'S SIGNATURE _____

APPROVAL IS GRANTED FOR THE ABOVE EMPLOYEE TO TAKE THE COURSE LISTED TO HELP IMPROVE THIS INDIVIDUAL'S CURRENT EDUCATIONAL EFFECTIVENESS AT THE KNOX COUNTY EDUCATIONAL SERVICE CENTER.

DATE

SUPERINTENDENT'S SIGNATURE

ONCE COURSE HAS BEEN COMPLETED, SEND A COPY OF GRADE SLIP OR TRANSCRIPT TO ESC TREASURER. REIMBURSEMENT IS CONTINGENT ON YOUR RETURN TO THE KNOX COUNTY EDUCATIONAL SERVICE CENTER FOR THE NEXT SCHOOL YEAR.