

MONTVILLE BOARD OF EDUCATION
Office of the Superintendent

COLLEGE COURSE and/or MONTVILLE IN-SERVICE APPROVAL

(Must be approved prior to taking college or Montville In-Service course
which will be applied to courses used towards "Advancement to the
Next Level on Salary Schedule")

Check appropriate box(es)

Montville In-Service

College course

Date _____ Course Title and Number _____

Course description: _____

Explain how course relates to area taught: _____

Tuition: _____ Where enrolled: _____

Signature

School

**Before this course is approved
for reimbursement, you must submit
proof of final grade and payment.**

Course approved:

Superintendent of Schools

For reimbursement

No reimbursement

White – Superintendent's Office
Pink - Staff member
Canary – Course reimbursement file