

MILLBURY PUBLIC SCHOOLS

Request for Course Approval

Submitted by: _____
Name School

Your Grade Level and/or Subject Area

Course Title & Instructor Course Credits

University/College/Institution Name Course Start/Finish Dates

Will you request tuition reimbursement after completing this course? YES NO

Please note: bargaining unit members eligible for reimbursement for a maximum of nine graduate credits during any three-year contract period. Fees, such as technology, parking, or other service fees, are not eligible for reimbursement. Tuition reimbursement cannot exceed half of the current rate charged by Worcester State University.

Please submit this form to the Superintendent's Office before beginning classroom participation.
Do not hesitate to contact Kerri Sundeen if you have any questions about the course approval process:
ksundeen@millburyschools.org or 508-865-9501.

For Office Use Only

Approved: _____
Superintendent of Schools Date

All graduate course guidelines can be found in Articles XVII & XVIII of the August 31, 2022 to August 30, 2025 Agreement between the Millbury School Committee and the Millbury Teachers Association.