



**APPENDIX I – TEACHER EXCELLENCE PROGRAM
CUYAHOGA HEIGHTS SCHOOL DISTRICT**

This form must be completed and approved before the course begins
(Reimbursement form for CHAT teachers **who already have a Master’s Degree**)

Teacher’s Name (print) _____

Coursework to be taken:

Course Title _____ Module _____

Course Title _____ Module _____

Course Title _____ Module _____

Name of College/University _____

Date Coursework will be taken _____

***Please attach a description of the course from the college/university course catalog/website**

Signature of Teacher Date

Signature of Superintendent Date

A module is defined as two semester hours or three quarter hours of approved graduate or undergraduate coursework completed after a teacher has earned a Master’s Degree. All courses must be taken in conjunction with an accredited college or university and preapproved within the guidelines as stipulated in the Tuition Program.

Payment will be made within thirty (30) days of presentation to the Board Treasurer of official transcript or original grade card or an Internet printout of grades and proof of payment.

(.01 of BA base salary in effect at the beginning of the school year in which the module is successfully completed by the employee; however, reimbursement will not exceed the actual cost of the Board sponsored program.)

This form will serve as the Purchase Order Requisition to generate a purchase order which will encumber the funds in the budgeted account, accordingly.

Circle One:

Elementary = 001-1110-231-0000-000000-001-00-000

Middle School = 001-1120-231-0000-000000-002-00-000

High School = 001-1130-231-0000-000000-003-00-000