

**AMESBURY PUBLIC SCHOOLS**  
**School Year 09-10**  
**FORM INSTRUCTIONS**

**PROFESSIONAL COURSE REQUEST FORM**

This form is used to request permission of the Superintendent or his/her designee to enroll in a college course. A form must be completed for each course you plan to take. **NO REIMBURSEMENT WILL BE MADE UNLESS A REQUEST FORM HAS BEEN SUBMITTED PRIOR TO TAKING TO COURSE.** It is to be signed by your principal and department head if applicable, and must align with the district strategic plan or your school improvement plan. Send completed forms to Carol Bartlett at Central Office. She will type a purchase order for this course. After it has been approved, Carol will send back the approved form and purchase order copy via e-mail.

**REQUEST FOR REIMBURSEMENT FOR COLLEGE LEVEL COURSES**

After you have taken the course please submit this form for reimbursement. It **MUST** be accompanied by an official grade report, a copy of a canceled check or proof of payment, and **the Purchase Order # must be entered on the form.** Forms should be submitted within 30 days of the course completion.

Reimbursement is made in accordance to the AFT contracts. Priority will be given to first course reimbursements based on the availability of funds. If there is any money left over, we will reimburse for second courses based on the date second course reimbursement forms were received. Additional course reimbursements will be considered in the same manner.

**PROFESSIONAL LEAVE REQUEST FORM**

This form is used when you take a professional day. It must be approved by your principal. Building secretaries are responsible for assigning account number(s) and arranging for substitutes if necessary.

Should you require reimbursement for travel or additional expenses a **CONFERENCE TRAVEL AND REIMBURSEMENT FORM** must be attached. Fill out the “estimated expense” side so that we have a ball-park figure for your expenses. Make sure that you have an account number that will be charge for the expenses. The form must be signed by your principal and sent to Central Office. **Only when a purchase order number has been issued will you be guaranteed funds.** The form will be returned to you at that point.

After your professional leave complete the “actual expense” side of the form. **Attach all the necessary receipts, and cancelled checks. No reimbursement will be made without receipts. (Don’t forget receipts for parking and tolls.)** Have your principal sign the form and send it to Central Office.

## **PD WORKSHOP/CONFERENCE INFORMATION**

We would like to know if your professional development workshop/conference was a valuable experience for you and if you would recommend this experience for your colleagues. Please complete this form within two weeks of the workshop so that we can inform others.

## **ABSENCE FORM**

This form should be completed for **ALL** leave requests. The form should be completed prior to the absence, if possible, or within the first two days after you return to work. The type and amount of leave time that is available to you is indicated in your contract. Forms should be signed by your building principal and given to building secretaries who will forward it to Central Office.

## **SALARY PLACEMENT CHANGE**

This form is used to make a horizontal move on the teachers' salary scale. This must be submitted by **November 16, 2009** to Central Office in order to move up on the salary scale for September 1, 2010 or February 1, 2011. ***“Increments for advanced credits shall be effective upon successful completion of courses and receipt of approved transcript of courses as follows: on September 1, for those courses completed and transcripts received by August 31<sup>st</sup> and on February 1<sup>st</sup>, for those courses completed and transcripts received by January 31<sup>st</sup>.”***

***As Per Article II – Compensation Section N-6 of AFT Contract***