

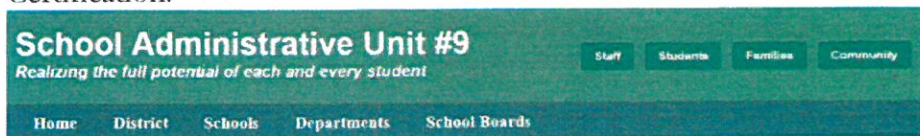
# Request for Approval of Course Credit Reimbursement

(online form submission only)

1. Go to [www.sau9.org](http://www.sau9.org) and click on the 'Staff' icon.

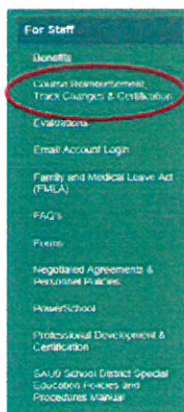


2. From the Staff page, click on 'Course Reimbursement, Track Changes & Certification.'



## For Staff

School Administrative Unit #9 / Staff

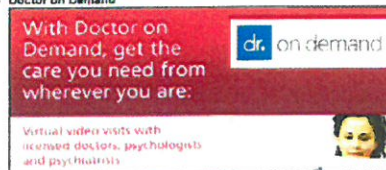


## Staff

Welcome to the staff section of the SAU#9 website. Here you will find links to various forms, agreements, and information regarding employment in SAU#9 and its individual districts. You will also find information regarding some of our more frequently asked questions. As always, remember to refer to School Board policies and negotiated agreements.

### STAFF NOTIFICATIONS

- Health Insurance Savings Offers through Harvard Pilgrim
- Doctor on Demand



3. Click on the 'Course Reimbursement Request Form' icon for the correct year.

## 2019-2020 School Year Course Reimbursement Request Form

**\*\*Use this form for any course ENDING  
between 07/01/19 - 06/30/20**

4. Once you have submitted the online form, you will receive a PDF completed version via email. Print this out and have your Building Principal approve and sign it. Interoffice the signed, completed form to Kathryn Wilson, Assistant Superintendent for approval.
5. Register for the course. Keep proof of your registration and payment. (Proof of registration and cost must be sent to the SAU#9 office by the second week of the course.)
6. Take the course.
7. When you finish the course, please submit the Course Credit Form along with your proof of payment and official grade report.

*Please read over your negotiated agreement for the conditions and terms of course reimbursements.*