

MAINE INDIAN EDUCATION
Beatrice Rafferty, Indian Island, and Indian Township Schools



**REQUEST FOR PRIOR APPROVAL OF INSERVICE EDUCATION/
COLLEGE-LEVEL COURSES**

NOTE: Request must be made and approval received before registration. One form must be completed for each course. Up to 6 credit hours will be paid by the school or Maine Indian Education within a calendar year.

TO: Superintendent of Schools, MIE

FROM: _____ POSITION: _____

SCHOOL/SITE: _____ DATE OF REQUEST: _____

Dates when course will be conducted: _____

Name of Course	Course No.	Credit Hours	Institution
_____	_____	_____	_____

If you are presently matriculated in one of the following programs, please check:

Undergraduate Masters Post Graduate

Tuition cost to be paid by Maine Indian Education in advance of course: _____

Will you receive any other form of reimbursement for this course? Yes No

If yes, explain: _____

(In order for Maine Indian Education to pay the educational institution for this course, the employee must complete a Payroll Deduction Authorization Form in advance of course participation.)

Is this course being taken to qualify for a new certificate in a new field or position?
Yes No If yes, explain: _____

Have you requested a Native American waiver for tuition and other fees? Yes No

Explain: _____

NOTIFICATION OF APPROVAL OR DISAPPROVAL

NOTE: Before any reimbursement is made, request for payment must be made on the Request for Reimbursement form. Proof of course completion must be attached to the completed form along with proof of payment.

APPROVED DISAPPROVED

REASON FOR DISAPPROVAL: _____

Principal's Signature _____ Date _____

APPROVED DISAPPROVED NEED MORE INFORMATION

Superintendent's Signature _____ Date _____