



Classified Employee Tuition Assistance

Principal/Supervisor Review Form

Classified Employees applying for Tuition Assistance must have their Principal or Supervisor complete this form. The completed form must be uploaded to your 'Classified Employee Tuition Assistance Pre-Approval Application.'

PART I: TO BE COMPLETED BY THE EMPLOYEE REQUESTING TUITION ASSISTANCE

First Name: _____ Last Name: _____

Last 4 digits of SSN: _____ School/Department Name: _____

Principal/Supervisor's First and Last Name: _____

PART II: TO BE COMPLETED BY THE EMPLOYEE'S PRINCIPAL/SUPERVISOR

As the Principal/Supervisor of the Employee requesting Tuition Assistance, please confirm your response to each of the following statements by placing a checkmark in the appropriate box:

1. The employee and I have discussed his/her plans to complete coursework, a degree, certification, class or examination and I believe that completion of their course, degree, certification, class or examination will enhance their knowledge, skills or abilities and/or support the overall mission, vision and goals of the district. YES NO

2. Provide a brief explanation of HOW you believe the coursework, degree, certification, class or examination that the employee plans to complete will enhance his/her knowledge, skills or abilities and/or support the overall mission, vision, and goals of the district.

3. I have reviewed the employee's plans including the coursework, degree, certification, class or examination he/she plans to complete and to the best of my knowledge, I believe their request is reasonable in terms of the college/university/organization offering and reasonableness of overall cost. YES NO
4. I am aware of the dates/times the employee will complete the requested coursework, degree, certification, class or examination and confirm that it will not interfere with his/her job duties or the overall operations of the school/department. YES NO
5. I confirm that this employee is in good standing with the district. YES NO

Principal/Supervisor's Signature: _____ Date: _____