



**Course Request Reimbursement-Unit A**

Dear Colleague:

The process to request course reimbursement has been simplified for your convenience.

All the appropriate paperwork bulleted below must be submitted to the Assistant Superintendent of Teaching and Learning electronically as an attachment:

- This completed form
- A course description from an accredited institution or agency
- The cost of the course excluding registration or other fees
- A copy of a canceled check or credit card statement

**Please send all documentation to the attention of Julia Ferreira,  
ferreira.julia@marbleheadschoools.org and Lisa Dimier, dimier.lisa@marbleheadschoools.org**

A copy of this document will be returned to you with an approval or denial.

Your name: \_\_\_\_\_ Area of certification: \_\_\_\_\_

Your position: \_\_\_\_\_ Today's date: \_\_\_\_\_

Your school: \_\_\_\_\_ Dates of course: \_\_\_\_\_

Accredited college, university , or agency: \_\_\_\_\_

Course title: \_\_\_\_\_

For movement on the salary scale/ lane change 2025-2026 SY? Yes No

Is the course in your area of certification? Yes No

Cost of course less fees: \_\_\_\_\_

**Administrative Section**

Approved Rejected Estimated reimbursement: \_\_\_\_\_

Assistant Superintendent or designee signature: \_\_\_\_\_

**Note: Once the course has been successfully completed with a B- average or better, please  
submit an official transcript as the final step in the reimbursement process.**