

Martins Ferry City School District  
REQUISITION FOR GRADUATE HOURS STIPEND

Name \_\_\_\_\_ Hours taken during school year 20\_\_\_\_ - 20\_\_\_\_

College/University	Course Name and Number	Semester Hours	Quarter Hours	Dates of Attendance

STIPEND: \_\_\_\_\_ hours x \$75.00 per semester hour = \$\_\_\_\_\_ (max. \$900.00)

\_\_\_\_\_ hours x \$50.03 per quarter hour = \$\_\_\_\_\_ (max. \$900.00)

Grade card or transcript showing the completion of the above is: (check one)

\_\_\_\_\_ ON FILE IN THE SUPERINTENDENT'S OFFICE

\_\_\_\_\_ ATTACHED TO THIS REQUISITION

REMINDER: The course(s) taken should be in the teaching field of certification or in other work approved by the Superintendent of Schools.

The teacher must present proof of earned credit no later than November 1<sup>st</sup> to be paid that school year.

All graduate studies taken by certified employees who are reimbursed by another agency will not be eligible for this stipend for those same semester hours.

If the teacher has a question regarding eligibility, it would be advisable to discuss the course(s) with the superintendent prior to enrollment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Superintendent of Schools

\_\_\_\_\_  
Date