

ADVANCE REQUEST FOR CREDIT REIMBURSEMENT

Requested by: _____ Date Submitted: _____

COURSE INFORMATION

Course Title: _____ Course No: _____

Starting Date: ____ / ____ / ____ Ending Date: ____ / ____ / ____

College/University: _____

Number of credits: _____ Are credits: Graduate Undergraduate?

Note: Attach a copy of the course description

To be eligible for reimbursement, "The credits must be within a teacher's major field...." If not, readily apparent, how does this course directly relate to your major field, i.e., elementary ed., science, math, English, etc., please explain briefly. If undergraduate credits...explain the nature of the enrichment. (Use reverse side if necessary)

Signature of Applicant

Faculty members shall be reimbursed for completion of approved college credits at the rate of one-hundred fifty dollars (\$150) per credit or the actual out of pocket cost per credit, whichever is less. Reimbursement shall be limited as follows: Three (3) credits during the first year of employment; Six (6) credits during the second and third year of employment; Nine (9) credits per year beginning with the fourth year of employment.

FOR OFFICE USE ONLY

Principal's Recommendation Yes No

Date ____ / ____ / ____

Signature of Principal

Y.T.D. _____ Course Approved Yes No

Date ____ / ____ / ____

Signature of District Administrator

Approved for payment: Yes No

Date ____ / ____ / ____ \$ _____

SECTION 3. PROFESSIONAL GROWTH

3.01 Requirement to Remain Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

3.02 Professional Reimbursement Program

1. Faculty members shall be reimbursed for completion of approved college credits at the rate of one-hundred fifty dollars (\$150) per credit or the actual out of pocket cost per credit, whichever is less. Reimbursement shall be subject to the following terms and conditions.
2. Credits may be either graduate or undergraduate credits and must contribute towards a masters program, additional license, district /building initiative or towards license renewal.
3. Reimbursement shall be limited as follows:
 - Three (3) credits during the first year of employment;
 - Six (6) credits during the second and third year of employment;
 - Nine (9) credits per year beginning with the fourth year of employment.

For purposes of this limitation and reimbursement purposes, September 1 through August 31 shall be considered the applicable year. New teachers may apply up to September 15 during their first year of employment in the district.

4. Credits must be approved in advance by the Superintendent or his/her designee in order to qualify for reimbursement. Approval shall be granted contingent upon the faculty member submitting a completed "Advance Request for Credit Reimbursement" form.
5. Reimbursement for approved credits will be made subsequent to the faculty member submitting official documentation from the college or university indicating satisfactory course completion. Documentation shall include a copy of a canceled check or receipt for payment of the course tuition.
6. Claims properly filed (grade report received) no later than sixty (60) days following the close of the designated semester shall be paid in full no later than ninety (90) days following the close of the designated semester.