



Spencer East Brookfield Regional School District

306 Main Street, Spencer, Massachusetts 01562

Telephone (508) 885-8500 * Fax (508) 885-8504

Web: www.sebrsd.org

PROFESSIONAL DEVELOPMENT APPROVAL REQUEST FORM

The School District has established a tuition reimbursement fund not to exceed \$100,000 per fiscal year, based on a first-come, first-served basis.

The School District will provide tuition reimbursement for up to three graduate courses per teacher per year, under the following conditions:

- *Course(s) must be approved by the Superintendent, at least two weeks in advance of the first class*
- *A copy of the course description as provided by the College or University must be included in the request*
- *Each course will be reimbursed up to \$1,000 per course, up to three courses total, per fiscal year*
- *Reimbursement will be provided after the teacher has submitted proof of Superintendent Approval and proof of payment along with the university or college grade report of 3.0/B or higher*
- *Reimbursement will be provided in a timely manner upon receipt of all completed coursework and grade report submission(s) to the Superintendent of Schools and/or his/her designee*

.....

Date of Request: _____	Name: _____
Building: _____	Position: _____

Course Name: _____
Course Address: _____
Course Dates: _____
Number of Credit Hours: _____

Approved by: Superintendent of Schools

Date

The Spencer-East Brookfield Regional School District's Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, gender identity, homelessness and other human differences.