

CERTIFIED STAFF TUITION REIMBURSEMENT

Certified staff will be reimbursed at a rate of 90% for approved and earned credits. Certified staff will be reimbursed at a rate of 100% for credits earned for endorsements in areas deemed as critical need by the Board of Trustees. All of these reimbursements will be dependent on funding and evaluated annually in July.

1. Request for Credit Approval form must be filled out and approved by the superintendent *prior* to registration for class.
2. A maximum of six semester credits will be reimbursed each year. The year will run from July payroll through June payroll.
3. Complete applications for reimbursement received after March 1 will be paid to active employees no sooner than August payroll.
4. Credits must be in a course that directly relates to the staff member's current teaching or coaching assignment with the Marsing School District, as determined by the superintendent.
5. Credits must be specifically tied to content areas and/or an area of other endorsement as determined by the superintendent; or
6. Credits must be specific to pedagogical best practices or for administrative/teacher leadership as determined by the superintendent; or
7. Credits must be tied to a specific area of need designated by the superintendent.
8. Complete applications for reimbursement must be received within twelve (12) months of credit being conferred.

The following is needed for reimbursement:

1. Copy of receipt/canceled check verifying payment of fees for class
2. Copy of transcripts/grade report for class demonstrating a passing grade of "C" or better
3. Completed Request for Credit Approval/Request for Tuition Reimbursement form

Policy History:

Adopted on: 10/17/2020

Revised on: