

In order to be considered for either tuition reimbursement, salary adjustments, or approval for advanced certifications or degrees, you must have every class approved by the District Office prior to registration. Below are step-by-step directions for approval.

1. Fill out Step 1 of the "Request For Approval of College Courses and Tuition Reimbursement"
2. Make sure the yes/no box for reimbursement has been checked.
3. Submit to the District Office for Superintendent approval, the "Request For Approval of College Courses and Tuition Reimbursement" form along with documentation from the university or college verifying the name of the school, course name and number, course description, number of semester hours, and that the course is a **GRADUATE LEVEL**.
4. The Superintendent will approve that all documentation has been submitted and that the course is being taught at a CAEP accredited university or college.
5. Once approved by the Superintendent, the form will be sent back to the teacher requesting the course.

If Requesting to be reimbursed please follow the following steps. If not requesting reimbursement, but would like to request for Salary Adjustment, skip to Requesting Salary Adjustment section below.

1. Once you have completed the course and received final grade, re-submit the "Request For Approval of College Courses and Tuition Reimbursement" form along with transcript of credit and receipt showing payment of tuition with fees and tuition broken out.
2. Make sure you have filled in the semester hours and the tuition per credit hours section.
3. Employee will be reimbursed for tuition ONLY, not to exceed the tuition reimbursement rate as stated in the LEA Professional Negotiations Agreement.
4. Once all information is filled in, submit form to Accounts Payable located at the Business Office. Reimbursement form must be received **BEFORE June 24** in order for the courses/reimbursement to be applied towards the total credits reimbursable for that year. Any reimbursement request received after June 23 will be applied towards the tuition reimbursement limit for the new year.

If Requesting Salary Adjustment please follow the following steps.

1. After you have completed the previous steps, fill out all information except "For Office Use Only" section of the "Request For Salary Adjustment" form and submit to the Business Office with unopened official transcripts by October 1st of the school year in which the salary adjustment will become effective.