

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GCI-E
	POLICIES AND REGULATIONS	

PROFESSIONAL DEVELOPMENT - TUITION/FEE REIMBURSEMENT APPLICATION

The Aberdeen School District will reimburse tuition and fees expenses up to \$300 per year (September 1 through August 31). Please complete the following form, attach the required information, and submit to the Human Resources Office by September 1 for review.

Name: _____ Date: _____

Building Assignment(s): _____ Job Assignment(s): _____

I hold a valid South Dakota Teacher Certificate OR I am a full-time employee of Aberdeen School District. ___ yes ___ no

I have completed at least three years of employment with the District. ___ yes ___ no

I have attached documentation indicating course completion. ___ yes ___ no

I have earned a grade of "A" or "B" in the coursework. ___ yes ___ no

I have attached receipt of payment or documentation of the cost. ___ yes ___ no

Course Number	Course Name	Tuition	Fees
TOTALS:			

For Office Use Only	
Amount Approved: _____	
_____ Superintendent or Designee	_____ Date