



Lawrence Public Schools Graduate Tuition Reimbursement Pre-approval Form

Name _____ Employee Number _____

Address _____

City/State/Zip _____ Home Phone No. _____

School _____ Position _____

Name of University _____ Course Start Date _____

Course Title _____ **(Include copy of course description)**

Course Code _____ Section No. _____ No. of Credits _____

Tuition reimbursement is based on the fiscal year (July 1 through June 30). Reimbursement requests for Teachers are for **graduate** courses only and are contingent on annual reimbursements not exceeding \$150,000 districtwide. An approval letter from the Superintendent or his/her designee must be received prior to starting the course in order to qualify for reimbursement. **A copy of the transcript/grade report and proof of payment** must be received by the Human Resources Office after completion of the course in order to be reimbursed.

Signature _____ Date _____

Principal or Supervisor complete below:

- Course is related to employee's assignment.
- Course is not related to employee's assignment.
- Course supports Mass. Frameworks
- Course supports individual professional development plan
- I recommend enrollment I do not recommend enrollment

Signature _____ Date _____

- Approved Denied The course is not a graduate level course.
- Did not seek pre-approval.
- Received allotted reimbursement amount during the current fiscal year.
- Not eligible for Tuition Reimbursement.

Signature _____ Date _____
Superintendent or his/her designee