



# Lawrence Public Schools Graduate Tuition Reimbursement Pre-approval Form

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Phone No. \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

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Name of University \_\_\_\_\_ Course Start Date \_\_\_\_\_

Course Title \_\_\_\_\_ **(Include copy of course description)**

Course Code \_\_\_\_\_ Section No. \_\_\_\_\_ No. of Credits \_\_\_\_\_

Tuition Reimbursement for Teachers is for up to \$900 per fiscal year (July 1-June 30) and applies to graduate courses only. **THIS FORM MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE PRIOR TO THE START OF THE COURSE.** An approval letter from the Human Resources office must be received 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 the course is completed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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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 \_\_\_\_\_

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- 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