



Graduate Tuition Reimbursement Pre-Approval Form / Teacher

NAME:

SCHOOL:

EMP ID:

ADDRESS:

CITY / STATE / ZIP

Name of University:

Course Start Date:

Course Title:

(include copy of course description)

Course Code:

Credits

THIS FORM MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE BEFORE THE START OF THE COURSE.

Tuition Reimbursement for Teachers is currently \$1250.00 per fiscal year (July 1-June 30)

An approval letter (email) from the Human Resources office must be received in order to qualify for reimbursement. A copy of the **transcript** and **proof of payment** must be received by the Human Resources Office after the course is completed. This benefit only applies to graduate courses.

Principal or Supervisor must complete below:

Course is related to employee's assignment	YES	NO
Course supports MA frameworks:	YES	NO
Course supports individual professional development plan	YES	NO
Do you recommend enrollment?	YES	NO

Name of Principal or Supervisor (Print)

Signature:

Date: