



PENTUCKET REGIONAL SCHOOL DISTRICT
- Course Approval / Tuition Reimbursement – Article XXII D

PRIOR TO COURSE:

Please submit for approval to Assistant Superintendent, William I. Hart, prior to course date.

Name of Teacher: _____ School: _____

Course Name: _____

Name of Institution/Location: _____

Course # _____ Course Credit: _____

Brief Course Description: _____

Dates of Course: _____ Cost of Course: _____

Reimbursement Requested (please circle): **\$500** **\$750 Masters** **Other** _____

This course will advance me to the next salary column (please circle): **Yes** **No**

If yes, advance to (please circle): **B+36/M** **M+15** **M+30** **M+45** **M+60**

Staff Member Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Assistant Superintendent's Approval (please circle): **Yes** **No** Date: _____

Assistant Superintendent's Signature: _____ Amount: _____

If not approved, please state reason: _____

AT COMPLETION OF COURSE:

Please submit transcript, proof of payment and completed Professional Reimbursement Form (top portion only) to Assistant Superintendent, William I. Hart, by the following dates:

Summer Semester – October 15

Fall Semester – January 30

Winter Intersession – February 27

Spring Semester – May 30

Spring Intercession – June 30 (a letter from Professor indicating grade will be accepted)

Approved for Reimbursement (please circle): **\$500** **\$750 Masters** **Other** _____

Approved for Credit (number): _____

Approved for Column Movement (please circle): **B+36/M** **M+15** **M+30** **M+45** **M+60**

Assistant Superintendent's Signature: _____ Date: _____

Reimbursement requests must be filed **within one month of receipt of grades**. Funds may be subject to unavailability if grades are not submitted in a timely fashion.

July 1, 2007 through June 30, 2010 Tuition Reimbursement Language*

- ❑ All teachers who are employed by the Pentucket School District during the period **July 1, 2007 through June 30, 2010** are eligible for up to \$500.00 tuition reimbursement funds on a first-come, first-serve basis for courses ending between the dates listed above. A teacher may be reimbursed for more than one course. However, the sum of a teacher's reimbursement will not exceed \$500.00. Teachers who are employed less than full time will be eligible for an amount consistent with their FTE (full time equivalent).

- ❑ The sub-committee will schedule a meeting in March to review the unexpended balance of the tuition reimbursement account. Use of remaining funds will be made available as determined by the tuition reimbursement sub-committee.

- ❑ Teachers who are in an "approved" master's degree program (in their content area) are eligible for up to \$750.00. According to the **2007-2010** Negotiated Agreement, Article XXII, Section B, **evidence of admission to the approved** master's degree program must be on file in the Assistant Superintendent's Office. Approval shall be obtained in the form of a recommendation from your building Principal.** The high school principal should consult with the teacher's department head prior to making the recommendation.

*This language will govern the disbursement of the collectively bargained amount of **\$45,000** (July 1, 2007 through June 30, 2010).

An "approved" program is, for the purposes of Pentucket's tuition reimbursement benefit, defined as a master's program that will result in a degree in the teacher's area of primary instructional responsibility. It is **not to be confused with the Massachusetts DOE's licensure requirements. Compliance with the DOE's regulations is the responsibility of each educator.

Checklist for Master's Degree candidates only:

- ❑ Attach a copy of your Masters' Degree Program Approval Form with your Principal's signature. This form is available in your school's office.

- ❑ Attach a copy of your letter of acceptance to the Master's Degree Program.

- ❑ Attach a copy of the list of your required Master's Degree Program courses.