

**2020-2021  
TUITION REIMBURSEMENT REQUEST  
PROFESSIONAL EDUCATOR**

The Oak Creek-Franklin Joint School District will provide tuition reimbursement for successful completion of pre-approved graduate coursework between August 1, 2020 and July 31, 2021 that meets the following criteria: **Tier 1**

- Courses are part of the teacher's master's program in the teacher's content area or are specifically related to the content area subject matter.
- Courses are part of a certified program that specifically addresses reading or math in the content area, special ed, or ELL.
- Tuition reimbursed up to \$500 per credit and up to 6 credits per fiscal year.

**Tier 2**

- Courses are part of the teacher's master's program in teaching/education.
- Tuition reimbursed up to \$250 per credit and up to 6 credits per fiscal year.

**Tier 3**

- Courses are tied to teacher's EEP or PDP and do not meet the criteria for Tier 1 or 2
- Courses are designed to improve teacher's skills or expertise in an area that the principal or program supervisor has identified as having value or need for the teacher.
- Tuition reimbursed up to \$150 per credit and up to 6 credits per fiscal year.

*Professional staff shall be reimbursed in Sept. 2021 provided they are actively working in the district in 2021-22.*

**PART 1 – Request for Approval** *To be submitted to your building administrator or program supervisor prior to enrolling in course; attach a copy of the course description or syllabus with this request.*

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Course: \_\_\_\_\_

Institution offering course: \_\_\_\_\_

Institution accredited by: \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Cost per Credit: \_\_\_\_\_ Dates of Course: \_\_\_\_\_

Required course completion date if online: \_\_\_\_\_

Course meets (*check one*):  Tier 1  Tier 2  Tier 3

Explain how the course meets the identified Tier and how it will help improve your professional practice:

Explain how the course will help improve student learning and how that can be measured:

Explain how your taking this course will benefit the school or district and your colleagues:

Approved  Not Approved

Reason for Disapproval:

Principal/Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2 – PART 2 – Request for Reimbursement** *To be submitted, along with a copy of Part 1 approval, to Director of Human Resources upon completion of course and no later than September 10, 2021. Attach copy of receipt from college or university showing payment and attach a copy of the transcript showing successful completion of course.*

Date course was completed: \_\_\_\_\_ Credits Earned: \_\_\_\_\_

Total amount of reimbursement requested: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of reimbursement approved: \_\_\_\_\_