
DESCRIPTOR TERM:

District 370 Policy
File Code: 5.75

Certified Staff

Tuition Reimbursement	1995	4-10-95
Amended & Adopted	1996	6-17-96
Amended & Adopted	2006	03-13-06
Amended & Adopted	2006	08-14-06
Amended & Adopted	2008	05-12-08
Amended & Adopted	2011	09-12-11

Certified staff will be reimbursed at a rate of 80% for approved and earned credits. Certified staff will be reimbursed at a rate of 90% for credits earned for endorsements in areas deemed as critical need by the Board of Trustees.

1. The maximum amount of reimbursement will be based on the highest credit cost of the three local colleges and universities (Boise State University, Northwest Nazarene University, and The College of Idaho), up to a maximum reimbursement of \$364 per semester credit (\$410 for credits earned toward endorsements in areas deemed as critical need).
2. Request for Credit Approval form must be filled out and approved by the superintendent *prior* to registration for class.
3. A maximum of six semester credits will be reimbursed each year. The year will run from July payroll through June payroll.
4. Complete applications for reimbursement received after March 1 will be paid to active employees no sooner than August payroll.
5. Credits must be in a course that directly relates to the staff member's current teaching or coaching assignment with the Homedale School District, as determined by the superintendent.
6. Credits must be specifically tied to content areas and/or an area of other endorsement as determined by the superintendent; or
7. Credits must be specific to pedagogical best practices or for administrative/teacher leadership as determined by the superintendent; or
8. Credits must be tied to a specific area of need designated by the superintendent.
9. Complete applications for reimbursement must be received within twelve (12) months of credit being conferred.

The following is needed for reimbursement:

1. Copy of receipt/canceled check verifying payment of fees for class
2. Copy of transcripts/grade report for class
3. Completed Request for Credit Approval/Request for Tuition Reimbursement form

Homedale Jt. School District No. 370

CERTIFIED STAFF -- REQUEST FOR CREDIT APPROVAL

(This section must be completed **prior** to registration for class)

Employee's Name _____ Date _____
(Please Print)

Course Description: _____

Check All That Apply:

These credits are tied specifically to content areas that I teach or to an endorsement I am adding. Explain: _____

These credits are specific to pedagogical best practices or for administration/teacher leadership. Explain: _____

These credits are tied to a specific area of need designated by district administration. Explain: _____

College _____
Fall, Win, Spr, Sum Semester/Quarter

of Semester/Quarter Credits _____ Tuition Cost \$ _____

Approved Denied

Superintendent's Signature

Date

Do Not Cut -- Submit Entire Form

REQUEST FOR TUITION REIMBURSEMENT

(This section to be filled out upon completion of class)

I have completed the above approved class during the _____ semester/quarter
at _____ College. Please reimburse me for _____ semester/quarter
credits. The cost of the tuition was \$ _____.

Employee's Signature

Date

The following steps must be completed prior to receiving payment from the district.

1. Copy of receipt/canceled check verifying payment of fees for class
2. Copy of transcripts/grade report for class
3. Completed Request for Credit Approval/Request for Tuition Reimbursement form