

Emmons School District 33

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Janean Friedman, Ed.D
Superintendent

Brian Barsotti
Principal

Joyce Loris, CPA
Director of Business Services

Request for Approval of Course Work

Teacher Name: _____

Name of Course: _____

College or Institution Sponsoring Program: _____

Dates of Program: _____ Credit Hours: _____

Cost: _____

Rationale for attending – How will this assist you in your position at Emmons? _____

Procedures: Upon completion of coursework approved by the Superintendent, the Board shall reimburse full-time teachers in the amount of one hundred percent (100%) per credit hour of the cost of tuition up to two thousand dollars (\$2000.00) for teachers not in a cohort program, or fifty percent (50%) of the cost of the cohort program up to a maximum of seven-thousand dollars (\$7500.00) whichever is greater, for teachers in a degree program. For purposes of this Section, each year shall run from July 1 to June 30 and reimbursement shall be charged to the year in which the course is completed. Under normal conditions, such approval shall be granted if the coursework was taken at an accredited graduate school or was a course offered within a recognized College of Education program, a grade of “B” or better was attained, the teacher teaches at Emmons School District #33 in the following school year and the coursework taken enhances the educational program at Emmons School. The Board shall reimburse all non-full-time teachers on a pro-rata basis. Online coursework for an individual graduate level course must have prior approval by the Superintendent and the coursework is relevant to the teacher’s assignment.

If a teacher receives tuition reimbursement but does not return to teach at Emmons School the following year, the entire said tuition reimbursement of the previous school year must be paid back to the district within 30 days of resignation.

The practice of crediting hours beyond the bachelor’s degree that does not count toward securing a master’s degree there after will no longer be in effect for certified staff members in the BA lane as of 2012-2013 school year and any new hire. To be placed beyond the master’s degree lane, additional hours at the college level may be earned with Superintendent Approval as long as the coursework is related to the teaching position.

For Office Use:

Superintendent’s Approval _____ Date: _____

If denied, reason for denial _____

Revised:

02/13/2023