

Process if you plan to take a course for graduate credit and will request tuition reimbursement, plan a salary advance and request that the course be credited towards that advancement.

Important Notes:

- Under the current Union Contract, you are eligible to be reimbursed for ONE course only during a fiscal year (July 1 to June 30 up to \$1000). You cannot be reimbursed for multiple courses even if their total combined cost is less than \$1,000.
- You must pay for the course yourself up front. Reimbursement is issued after successful completion.
- Course books, materials, and travel expenses are not reimbursable.
- Reimbursement should be requested within 60 days of course completion to assist with accounting, though this is not mandatory.
- Under the teacher's contract, \$20,000 is allocated each fiscal year for course reimbursements on a first-come, first-served basis. If requests exceed this budget, you will be waitlisted and reimbursed from the next fiscal year's allocation.
- Earned credits apply toward salary advancement within 6 years of course completion. After 6 years, those credits expire for advancement purposes.

To Apply for Course Approval: Enter your course information into Teachpoint under: New → Course Approval Request - Graduate Credits. Requests are reviewed quarterly by the Professional Standards Committee (PSC). Status notifications are sent within 5 school days of each meeting.

Course Submission Due in Teachpoint	PSC Meeting Dates
September 30, 2026	October 6, 2026
January 6, 2027	January 12, 2027
March 17, 2027	March 23, 2027
May 26, 2027	June 1, 2027

Course Approval Request Workflow (In Teachpoint)

1. Log on to Teachpoint
2. Click on PD Tracking on the left side menu
3. Click the green "NEW" button in the upper right corner
4. Select "Course Approval Request – Graduate Credits"
5. Complete all required fields and click the green "SUBMIT" button

Required Fields & Guidelines:

- Course Title
- Course Description: Cut and paste directly from the university/college course catalog
- Course Start/End Date: Provide approximate dates; specific start/end times are not required
- Location: **Enter the full name of the college or university granting the credits**
- Credits: **Enter the exact number. Select only ONE option: Professional Hours, CEUs, PDPs, or CG's**
- Position/Title: Specify role (e.g., Classroom Teacher, Special Educator, School Psychologist)

- Grade Level(s)/School: Check all applicable levels. Select school: Pre K Program, SES, SMS, SHS, or District
- College/University: Re-verify the exact institution granting the graduate credits
- Online/Reimbursement Status: Indicate if course is online. Specify if requesting reimbursement and cost
- Professional Practice Improvement: Briefly describe how this course will enhance your teaching and practice

To Request Course Reimbursement:

After completing the course, fill out the [REQUEST FOR COURSE REIMBURSEMENT FORM](#) (also found under the Staff Resources Resources page of the district website. Submission within 60 days of completion is encouraged to assist with fiscal tracking. All completed forms and required backup documentation must be submitted by **June 1st** to Angela Chamberlin at the High School. Paperwork is signed off by the Director of Teaching and Learning and forwarded to the business office. Reimbursements are processed through the town warrant system and can take several weeks. Approved funds are disbursed through payroll as a separate, non-taxable line item on your paycheck.

Salary Advancement Process:

- Per the Collective Bargaining Agreement between the Swampscott School Committee and the Swampscott Education Association:
- Educators must notify the Superintendent in writing of their [intention to progress](#) to a higher salary lane by **October 1st** prior to the September in which the advancement takes effect by submitting an [intent form](#) (also found on the district website under the staff resources page)
- **Official transcripts** must be submitted to Angela Chamberlin at Swampscott High School by **August 15th** prior to the September progression. Grade Reports and unofficial transcripts are not accepted and we can not make any exceptions to the deadline. Official transcripts must include all of the credits earned towards the advancement.
- (NEW) Effective September 1, 2025, educators are permitted only one (1) column/lane move per work year.
- (NEW) Effective FY26, salary progression can only occur on September 1st. The mid-year February 1st progression alignment has been removed.