



Cook County School District 130

Request for Approval of Additional Training–Salary Schedule Advancement/Tuition Reimbursement

This section should be filled out by tenured teaching staff only for tuition reimbursement and advancement for credit on the salary schedule. In the BIEA Collective Bargaining Agreement, please refer to Section 15.4, Tuition Reimbursement, for further details on the tuition reimbursement process. *Please fill out one form for each course.*

Last Name, First Name: _____	School/Department: _____
Date: _____	Current Teaching Assignment: _____

Reimbursement shall be made each November for credits earned during the previous fiscal year upon completion of the course and submission of a paid tuition receipt, transcript or grade report showing a grade of B or better or a Pass. Requests for reimbursement along with the required documentation are due to the Assistant Superintendent of Business Services on or before September 30th of the school year following completion of the graduate coursework.

College/University: _____

Course Status: Graduate Undergraduate

Course Start Date: _____

Course End Date: _____

Criteria:

- Course taken must be part of an approved advance degree program in your current or potential teaching assignment. Approved coursework meeting these criteria will be reimbursed at a rate of \$175.00/credit hour.
- Course taken in pursuit of another teaching or educational endorsement in your current or potential teaching assignment. Approved coursework meeting these criteria will be reimbursed at a rate of \$125.00/credit hour.

Are you working toward a degree? Yes No

What degree are you seeking? _____

YOU MUST ATTACH THE COURSE TITLE AND CATALOG DESCRIPTION TO THIS FORM FOR APPROVAL

Approved Denied If denied, reason: _____

Human Resources Signature: _____ **Date:** _____

For Office Use Only:	Transcripts Received: _____
Current Lane and Step: _____	New Lane and Step: _____
Human Resources Signature: _____	Date: _____