

PRE-APPROVAL OF EDUCATIONAL LANE ADJUSTMENT AND/OR CREDIT REIMBURSEMENT
REQUEST FORM

Teacher: _____

Date: _____

Prior Approval: the District shall approve all credits intended to be used for salary schedule lane movement or credit reimbursement.

1. To qualify for the master degree schedule, an employee shall have gained the degree either in the field in which he/she is teaching or in an alternative field with prior approval of the District Administrator and/or his/her designee. When a master's degree does not exist in his/her present teaching field, a teacher may qualify with comparable graduate study in that or another field, subject to the prior approval of the District Administrator and/or his/her designee.
2. Transfer from one group or "lane" to another shall be made at the beginning of the school year following attainment of the necessary credentials.
3. Credentials must be certified by a college registrar or other proper college official.
4. Credit information for moving from one lane to another and/or for reimbursement must be in the office of the District Administrator by August 1, and the work must be completed by September 1 of the contract year.
5. Certified staff requesting credit reimbursement for work completed toward a master degree, and have not already received reimbursement in the form of scholarship or state/federal reimbursement, will receive one hundred fifty (\$150) dollars per credit. To receive reimbursement, proof of payment in the form of a paid receipt from the registrar's office shall be submitted, along with transcripts, to the Business Office after completion of the coursework and the employee shall remain in the district for three years following the reimbursement.

Title of Course(s): _____

No. of Credits (Semester Hours): _____

Masters/Comparable Graduate Study _____

College or University: _____

Reimbursement Requested: Yes No

Start/End Dates of Course(s) _____

Pre-approval:

District Administrator Signature

Date

Original Returned to Staff Member
Copy to Personnel File