

Graduate Credit and Tuition Reimbursement Programs

Local Portion (Part 1): Completed through the District Office

Part 1: Notifying District Office of your intent and completion of Graduate Credits

- Teachers are to submit a completed “Pink Form” **prior** to starting Graduate Course(s)
- Submit “Pink Form” to building principal who then submits to District Office
- Get credit towards salary
- Must submit your pink form to building principal and District Office prior to start of course(s)
- Then bring official transcript with grades to District Office after course is completed (Oct 1st and Feb 15th)
- Copy of form for reference available in Documents and Forms on website

Title IIA Portion (Part 2A and 2B): Complete through the Curriculum & Instruction Office

Part 2A: Title IIA- Teacher Certification Costs

Teachers applying for certification and attempting examinations towards certification can receive reimbursement.

Reimbursement for Certification Costs including: (Child Abuse Workshop, SAVE, LAST, ATS-W, CSTs, LPAs, ATS-P video, and the fee for certification application).

- Teacher must attach all receipts (copies) with the claim form.

Part 2B: Teacher Tuition costs for completion of Graduate Coursework towards Certification

A copy of the “Pink Form” should accompany Document #1- “Title IIA- Teacher Certification Tuition Reimbursement Component Application”. A copy of the “Pink Form” also notifies Coordinator for reimbursement of tuition. If this application has already been submitted, then a copy of the “Pink Form” should be turned in along with a copy of courses for that semester.

- Can only be reimbursed for tuition and completion of Graduate coursework used to attain NYSED Professional Certificate.
- Receive partial tuition reimbursement once complete class
- This is paid out once during last payroll in August
- Reimbursement only allowed for period between September 1 and August 31 of that school year
- Must submit proper documentation
 - Document #1: Title IIA- Teacher Certification Tuition Reimbursement Component Application
 - This document provides notice that you are or will be taking graduate courses for that school year. This application should be submitted directly to the Coordinator and copies of the Pink Form and print outs reflecting those courses for that semester should also be attached. As you enroll in additional courses in future semesters for that year, submit copies as well.
 - This application and attached copies must be submitted by due date as indicated on the form
 - Document #2: Title IIA- Teacher Certification Tuition Reimbursement Component Application Claim Form
 - This document must be completed and reflect the entire year’s worth of graduate courses, including per credit cost based on the tuition paid as per receipt and number of credit hours completed. This claim form and attached copies must be submitted by due date as indicated on the form.

Title IIA Funding for this portion of Tuition Reimbursement: payment and the amount of the stipend will depend on the district being awarded the grant, the actual release date of the funds to the district and the amount of funding received.

Copy of forms for use available in Documents and Forms on website