

## CHAIN OF ACTION FOR COURSEWORK REIMBURSEMENT (2024– 2025)

### PRIOR TO A COURSE THE TEACHER WILL:

1. Make sure you have an up-to-date professional development plan on file in the superintendent's office.
2. Fill out coursework reimbursement request in accordance with professional development plan.
3. Have building principal approve validity of request as it relates to district CSIP goals by signing form before May 15 for ensuing summer and school year.
4. After approval, give a copy to your principal's secretary and request a **PURCHASE ORDER** for the course.

### PRIOR TO COURSE THE PDC WILL:

1. Approve validity of funding out of PDC account by signing form.
2. Make two copies for the principal and the teacher's own personal file. The original goes to the teacher for attaching to other information after coursework.

### AFTER THE COURSE:

1. The teacher will turn in coursework reimbursement request form, grade report or verification of course completion, receipt or canceled check, and **completed evaluation form** to **building principal** by June 1 (PDC books close June 30).
2. The principal will initial request for approval and forward all paperwork to Central Office. (See #1, after the course.)
3. Secretary will write a check to teacher and make copies of actual amount paid to go to the principal and the secretary's teacher file. The rest of the paperwork is kept in PDC file in Central Office.

**NOTE:** An individual may request coursework reimbursement after the May 15 deadline if there are extenuating circumstances. No reimbursement will be made without a completed evaluation form. A teacher is allowed \$100 per credit hour, up to a maximum of \$300 per fiscal year (July 1 to June 30). Once an approved professional development plan is on file, it does not need to be rewritten each time a teacher applies for reimbursement. If the staff member is not returning the following school year to the district, then he/she is not eligible for coursework reimbursement. In addition, the course must be directly related to the job of a teacher and not for administrative roles.

\_\_\_Adm. Initials for Payment

POTOSI R-3 SCHOOL DISTRICT

PDC REQUEST FOR COURSEWORK REIMBURSEMENT

**2024-2025**

Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone number \_\_\_\_\_

Period of study requested: (semester) \_\_\_\_\_

Position \_\_\_\_\_ Principal \_\_\_\_\_

Current educational level: (degree plus additional hours) \_\_\_\_\_

Will completion of this course change your position on the salary schedule? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is a degree anticipated in conjunction with this course? \_\_\_\_\_ Yes \_\_\_\_\_ No

Institution \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Credit Hours	Course Number	Course		Course Name
		Grad	Under	

Indicate with which Comprehensive School Improvement Goal(s) this course most closely aligns:

- \_\_\_\_\_ Improve achievement for all students by utilizing quality instruction and resources
- \_\_\_\_\_ Recruit, attract, develop and retain highly qualified staff to carry out the mission, vision and beliefs of the district
- \_\_\_\_\_ Strive to increase communication and relationships with patrons of the district

\* I understand that all coursework must be listed on my approved professional development plan before applying for reimbursement.

\* I understand that when the course is completed, a receipt or canceled check, a grade report or verification of class completion, and a completed evaluation form must be attached to this form and given to my building principal before reimbursement can be made.

\* I understand that I must present the above information no later than the first contract day of the school year for salary increment increase, and must provide an official transcript no later than the first contract day of the school year.

\_\_\_\_\_  
Teacher Signature Date

\_\_\_\_\_  
Principal Signature Date

\_\_\_\_\_  
PDC Member Signature Date