

Auburn Public Schools
TEACHER’S Course Reimbursement Request Form for FY 2024

Teacher’s Name: _____

School: _____

Department/Grade Level: _____

In accordance with Article XIII, G, “The School Committee has established a course reimbursement fund not to exceed twelve thousand (\$12,000) dollars per fiscal year”.

The Committee shall reimburse teachers of full-time status and part-time status (prorated) for the cost of tuition up to five hundred (\$500) dollars per course, per teacher, per year, for graduate level courses. Members may make a second request for reimbursement of the cost of tuition up to four hundred (\$400) dollars for a second graduate level course. Only after all first requests have been granted will the remaining funds be dispersed at a rate of four hundred (\$400) dollars. In the case that funds to be distributed cannot meet all eligible requests, said funds will be distributed evenly among all who qualify, thus possibly resulting in reimbursements of less than five hundred (\$500) dollars per course. For any course not completed prior to the first Friday in June deadline, or the grade received after the deadline, will be eligible for reimbursement in the following year.

I am submitting a course for consideration for reimbursement and have included the following, as stated in Article XIII:

- A copy of the course approval form signed by the Superintendent
- Proof of payment for the course
- A copy of your grade report of 3.0 or higher

These documents are due to the Superintendent by Monday June 3, 2024. Please make sure that all backup is attached before returning.
(Please do not include any originals)

Please note: “Should the District total of course reimbursement requests exceed twelve thousand (\$12,000) dollars in any given fiscal year, the District will give priority first to reimburse tuition from district-sponsored courses, recognizing that those are in full alignment with the District’s mission and goals. Any monies remaining of the \$12,000 shall be equally proportioned giving reimbursements to those having approved requests, thus possibly resulting in reimbursements of less than four hundred (\$400) dollars per course.”

Teacher’s signature: _____

To be completed by Central Office Staff:

Date Received (Please date stamp) _____

Received by (please sign) _____