FARMINGTON
PUBLIC SCHOOLS
Empowering Global Citizens

Courses for Tuition Reimbursement and Salary Advancement Process

Tuition Reimbursement: As you complete courses, submit unofficial transcripts to the Assistant Superintendent of Finance and Operations. Submit a Graduate Course Approval Form for any courses that you are submitting transcripts for that are not a part of your approved Graduate Program. As transcripts are received they are date-stamped and teacher names are placed on a numbered list to distribute reimbursements on a first-come, first-served basis. As many teachers are reimbursed as possible for a first course before starting on list #2, for second courses, and then continue until funds are expended in the month of June. The Board of Education will reimburse up to $600 per completed course not to exceed the total cost of the tuition. Tuition reimbursement requests will be accepted starting July 1 each year.

Salary Advancement: In order to be eligible for salary advancement, you must have a Graduate Program Approval Form signed by the Assistant Superintendent of Finance and Operations and on file at CO. This form must be completed and discussed with your principal prior to submitting to the Assistant Superintendent of Finance and Operations for approval. A teacher intending to complete an approved program for salary advancement must submit written notice to the Assistant Superintendent of Finance and Operations by *January 1st **prior*** to the school-year in which anticipated salary advancement would occur. Once the program is completed, it is the responsibility of the teacher to submit their *official transcript* to finalize their application for salary advancement. See sample email below.

Typical Timeline for Courses that are a part of a Planned Program of Study:

1. Teacher has their planned program of study approved with the list of courses they intend to take by submitting the Graduate Program Approval Form first to their principal and then to the Assistant Superintendent starting in July for the year ahead.
2. Submit unofficial transcripts once courses are completed to finalize the tuition reimbursement process. Submit a Graduate Course Approval Form for any courses that you are submitting transcripts for that are not a part of your approved Graduate Program.
3. Complete planned program of study and submit notification of salary advancement to the Assistant Superintendent of Finance and Operations by *January 1st **prior*** to the school-year in which anticipated salary advancement would occur.

FARMINGTON PUBLIC SCHOOLS
GRADUATE PROGRAM APPROVAL FORM

This form must be completed after discussion with your supervisor and submitted to the Assistant Superintendent for Finance and Operations for approval. Once this form is on file, you are eligible for tuition reimbursement and salary advancement.

Teacher's Name: _____ Date: _____ Current Teaching Assignment: _____

Will the proposed graduate program earn a degree? Yes _____ No _____ If so, type of degree: _____

This program of graduate study has been reviewed with my Supervisor on (date): _____

Teacher's Signature: _____ Supervisor's Signature: _____

List Each Course in the Proposed Graduate Program

Course Title	Institution	Credits	Proposed Date (Semester/Year)

Approved for Salary Credit (Upon Completion): Yes _____ No _____ Date:_____ Assistant Superintendent:_____

Rev. 7-2022

FARMINGTON PUBLIC SCHOOLS
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GRADUATE COURSE APPROVAL FORM
(for changes in Graduate Program or courses taken outside of an approved Graduate Program ONLY)

TEACHER'S NAME: _____SCHOOL:_____DATE: _____

INSTITUTION AT WHICH COURSE WAS TAKEN: _____

COURSE TITLE & NUMBER: _____

NUMBER OF CREDITS: _____ DATES COURSE WAS TAKEN: FROM _____ TO_____

COURSE DESCRIPTION:

IF THIS COURSE IS AN EXCHANGE FROM THE COURSE LISTED ON YOUR APPROVED PLAN OF STUDY, PLEASE PROVIDE A REASON:

TEACHER'S SIGNATURE_____

COMPLETED BY CENTRAL OFFICE:

_____ THIS COURSE IS APPROVED FOR SALARY CREDIT

_____ THIS COURSE IS NOT APPROVED FOR SALARY CREDIT

_____ THIS COURSE IS APPROVED FOR TUITION REIMBURSEMENT (IF FUNDS ARE AVAILABLE)

_____   _____
ASSISTANT SUPERINTENDENT OF FINANCE AND OPERATIONS   DATE

Salary Advancement for 2022-23

Dear _____,

I am anticipating completion of my Master's Degree and therefore expecting salary advancement for fall of 2022. I have an approved graduate program on file. I will submit my official transcripts this spring at completion of my degree.

Sincerely,