

# IMPORTANT THINGS TO REMEMBER

## REGARDING YOUR DEGREE PROGRAM AND TUITION REIMBURSEMENT

1. Schedule an appointment with Colleen Deasy to discuss your degree change and/or planned program. Contact Human Resources at ext. 8462 to schedule the appointment. Bring any materials you have regarding your degree change and/or planned program to the meeting.
2. Complete the Pre-Approved Program form (aka Pink sheet) listing all courses you are taking which will count towards your degree change. If you are not going for a degree change, list all courses that you are taking in which you are seeking reimbursement. Colleen Deasy must approve all courses on the Pink sheet.

Once Colleen Deasy has approved your courses listed on your Pink sheet, we will send the original Pink sheet back to you. Keep the Pink sheet in your file so you can add courses as you go. When you add a course to the Pink sheet, send it to Human Resources so Colleen Deasy can approve the newly added course. The Pink sheet floats back and forth between you and Human Resources until you finish your degree program.

File in Advance

Name: \_\_\_\_\_ Please check:  
Masters \_\_\_\_\_  
Sixth Year \_\_\_\_\_  
Seventh Year\*\* \_\_\_\_\_

School/Assignment: \_\_\_\_\_

**PRE-APPROVED PROGRAM**

Please explain:  
Are you in a formal degree granting program? \_\_\_\_\_ Where? \_\_\_\_\_  
If not, what is your planned program of study (theme)? \_\_\_\_\_  
\_\_\_\_\_

GRADUATE WORK

SEMESTER/ YR	COURSE CODE	TITLE	UNIVERSITY	CREDITS	Personnel SIGNATURE

EQUIVALENCY (if applicable\*)

WHEN?	WHAT?	WHERE?	CREDITS	HR SIGNATURE

3. Complete the Tuition Reimbursement form at the time you **enroll** for a class. Do not wait until you finish the course. Make sure the form is completed in full.

**TUITION REIMBURSEMENT PRE-APPROVAL**

Name: \_\_\_\_\_ School/House: \_\_\_\_\_

Assignment: \_\_\_\_\_ Position FTE\*: \_\_\_\_\_

**SPECIFIC UNDERTAKING**

Title: \_\_\_\_\_ Course No. \_\_\_\_\_

Semester & Dates: \_\_\_\_\_ No. of Credits: \_\_\_\_\_

University/College: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

- Is it part of a degree program which will result in the issuance of a diploma?  Yes  No
- If Yes, what degree? \_\_\_\_\_
  - If No, is it part of a pre-approved graduate program that is on file and has received approval from the Personnel Administrator?  Yes  No (see Personnel Administrator)
  - Will the program add a new endorsement for your Professional Certificate?  Yes  No  
 If so, what endorsement? \_\_\_\_\_



4. To be reimbursed when your course is completed, send Human Resources:

- Proof of payment, (copy of bursar’s statement or copy of cancelled check or copy of credit card statement), and;
- Grade report (an unofficial transcript for reimbursement purposes; an **official** transcript for degree changes)

5. In order for Human Resources to budget for a degree change, you **must** complete a Salary Lane Degree Change form. This form is emailed to all teachers within the first two weeks of September every year so the degree change can be budgeted for the **following** school year.

**FAIRFIELD PUBLIC SCHOOLS**  
**Interoffice Correspondence**



**TO:** Teaching Staff  
**FROM:** Colleen Deasy, Executive Director of Personnel & Legal Services  
**DATE:** September 9, 2019  
**SUBJECT:** SALARY LANE STATUS

As you know, teacher placement on the salary schedule reflects a teacher’s years of service as well as the teacher’s degree status. Both components **are used** each year in determining personnel costs for the Fairfield Public Schools and are key to the building of our school district’s budget.

In order to be as accurate as possible in projecting these personnel costs, my office must keep up-to-date records on the degree status of Fairfield’s teachers. To this end, we survey the professional staff each September to ascertain their plans in this regard.

If you expect to complete requirements qualifying you for a salary lane adjustment for the 2020-2021 school year, please fill out the form below and **return hard copy to the Human Resources Office no later than October 4, 2019**. This requirement for notification is so crucial that salary lane adjustments **cannot be made without it**. We need to know the new degree you plan to earn as well as the anticipated time of degree completion. Salary lane adjustments are processed twice during the year. Please do not use email to return this form, only hard copies will be accepted.

It is certainly the intent of this office to recognize the academic achievements of our professional staff. However, prior notification is an essential requirement to our ability to grant that recognition. We recommend that you notify us of your intention to complete degree change requirements if there is any possibility that you will complete those requirements prior to the start of the 2020-2021 school year. The form below has been developed for use in helping teachers meet their contractual obligations regarding notification. Please put a check mark in the appropriate areas below.

**PLEASE NOTE:** If you do not complete your degree change as anticipated during the 2019-2020 school year, you **must resubmit** a Salary Lane Status form **again** in school year 2020-2021 in order to qualify for a salary lane adjustment in 2021-2022.

**SALARY LANE DEGREE CHANGE FOR SCHOOL YEAR 2020-2021 ONLY (Must check)**

<i>Present</i>	<i>Anticipated</i>
____ BA to ____ MA	____ MA to ____ SX
____ MA to ____ SX	____ SX to ____ SV (only available to staff hired before 1997-98 school year)
____ SX to ____ SV	____ SV to ____ DR

6. When you have completed your program and your degree is awarded, official transcripts must be sent to Human Resources for salary degree changes. If you have completed a Master’s Degree, the official transcript must have the **date** your degree was awarded/conferred.