

# Pequannock Township School District

538 Newark Pompton Turnpike  
Second Floor  
Pompton Plains, New Jersey 07444

TO: ALL CERTIFIED STAFF MEMBERS  
FROM: SUPERINTENDENT OF SCHOOLS  
RE: GRADUATE COURSE APPROVAL, TUITION REIMBURSEMENT, AND  
ADVANCEMENT ON THE SALARY GUIDE

## GRADUATE COURSE APPROVAL/TUITION REIMBURSEMENT

This packet of information will assist you in obtaining pre-approval for graduate courses to be taken throughout the current school year, as well as directives in providing the appropriate documentation and information needed for tuition reimbursement for those courses. (Up to three credits for non-tenured certified staff, and up to six credits for tenured certified staff.) **It is important to have all graduate courses approved, even if they will not be reimbursed.**

Please follow the steps below for graduate course approval and tuition reimbursement:

- Complete an *Application for Tuition Reimbursement* form;
  - obtain approval from your building principal; the form will then be forwarded to the Superintendent of Schools for approval;
- Fill in a *Request for Tuition Reimbursement* form, when that course has been completed; and
- Send all of the information and back-up documentation to that form at one time to the Superintendent of School's Office;
  - Proof of payment;
  - Official transcripts;
  - Copy of *Request for Tuition Reimbursement* form; and
  - Copy of approved *Application for Tuition Reimbursement* form.

Your request for reimbursement will be processed for payment.

## ADVANCEMENT ON THE SALARY GUIDE

This packet also provides you with the appropriate form for advancement on the salary guide.

The following steps will be taken for movement on the salary guide:

- You must complete a *Request for Movement on Salary Guide* form;
- You will arrange for official transcripts, showing the courses to be considered, to be sent to the Superintendent of School's Office;
- Finally you will send the *Request for Movement on Salary Guide* form AND a copy of each *Application for Tuition Reimbursement* form for all courses to be considered to the Superintendent of School's Office by September 1<sup>st</sup> to be effective in September or by February 1<sup>st</sup>, to be effective in February;
- Courses listed on the form will be checked against the *Application for Tuition Reimbursement* forms and courses listed on official transcripts by the Superintendent's Office; and
- Your request will be submitted to the Pequannock Township Board of Education for approval.

**\*\*All forms can be found on our website under Business Office>Forms\*\***  
**www.pequannock.org**