

File in Advance

For Certified Staff Only
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? _____

REIMBURSEMENT: (Exclusive of registration and all other fees.)

Cost Per Credit: \$ _____ Total Tuition Expense: \$ _____


The Board reimburses for no more than two (2) courses, not to exceed ten (10) graduate credits maximum in a fiscal year (July 1st through June 30th). If reimbursed, this course will be:

1st course of the year
 2nd course of the year

4. To be reimbursed when your course is completed, the following documentation should be submitted within 60 days to Human Resources:
 - **Proof of Payment**, (copy of bursar's statement or copy of credit card statement), and;
 - **Grade Report** (documentation listing the term, course title and grade; an official transcript is not required for tuition reimbursement purposes.

5. In order for Human Resources to budget for degree/salary changes, you must complete a **Salary Lane Degree Change Form**. This form is emailed to all teachers within the first two weeks of September each year so salary changes 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>	to	<i>Anticipated</i>
BA	to	MA
MA	to	SX
SX	to	SV (only available to staff hired before 1997-98 school year)
SV	to	DR

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