



**INDIAN RIVER SCHOOL DISTRICT COURSE REIMBURSEMENT INFORMATION**  
**2023-2024 SCHOOL YEAR**

1. If you are starting a new program it is recommended that you complete the Graduate Level Salary Increments Approval Form. The current form is dated 2/8/23. This form may be found on the District website along with “Graduate Level Salary Increment Information” for additional help in completing this form. Once you have completed page one (1) of the form email to: [Maureen.nicholson@irsd.k12.de.us](mailto:Maureen.nicholson@irsd.k12.de.us). Maureen will obtain Celeste Bunting’s signature and email to DEEDS for the review process.
2. It is the responsibility of the employee to check with the DEEDS website to confirm that the College or University is accredited by the Delaware Department of Education. Please verify this information on the DDOE’s SARA page. (SARA - State Authorization Reciprocity Agreement) <https://www.nc-sara.org/sara-states-institutions>
3. Ten (10) days prior to enrolling in a class you must complete a Professional Growth Form and email to [Maureen.nicholson@irsd.k12.de.us](mailto:Maureen.nicholson@irsd.k12.de.us) to obtain approval. Find the fillable Professional Growth Form and Procedures at IRSD.net-Staff-Forms and Documents.
4. The IRSD Course Reimbursement is pro-rated so that each eligible employee receives a share of the total district allocation based upon their paid tuition. The calculation is based upon the allocated \$125,000.00 per semester (summer/fall and winter/spring allocations) divided by the total district eligible tuition to receive the overall percentage which is used to calculate the individual pro-rated share for each employee.
5. The IRSD Course Reimbursement “packet” directions and samples will be sent out in a mass email and can be found on the district website. IRSD.net – Staff – Forms and Documents.
6. Summer/Fall class packets will be due December 4, 2023.
  - a. Include classes ending December 31, 2023.
  - b. Grades will be due the week of January 8, 2024.Winter/Spring class packets will be due no later than May 1, 2024.
  - a. Include any classes which grades will be available no later than June 1, 2024.
  - b. Grades will be due to me no later than June 1, 2024.
7. Funds will not be reimbursed in time to pay for the next class.
  - Summer/Fall – Late February/March although there is no guarantee.
  - Winter/Spring – Late June, before end of fiscal year.
8. Reimbursement will be made for only those credit hour costs incurred for courses that have been “completed” and for which a “B” or better grade has been earned.