



INDIAN RIVER SCHOOL DISTRICT COURSE REIMBURSEMENT INFORMATION 2024-2025 SCHOOL YEAR

1. If you are starting a new program, it is recommended that you complete the Graduate Level Salary Increments Approval Form. This form can be located on Frontline Central. All information can be inputted and submitted online via Frontline Central.
2. It is the responsibility of the employee to check with the DEEDS website to confirm that the College or University is accredited and approved by the Delaware Department of Education. Please read the information on the attached link:
[Approved Colleges and Institutions – Delaware Department of Education](#)
3. Ten days prior to enrolling in a class you must complete a Professional Growth Form located on Frontline Central.
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. Summer/Fall class packets will be due December 2, 2024.
 - a. Include classes ending December 31, 2024.
 - b. Unofficial transcripts will be due the week ending January 17, 2025.

Winter/Spring class packets will be due no later than May 1, 2025.

 - a. Include any classes which grades will be available by June 2, 2025.
 - b. Unofficial transcripts will be due no later than June 2, 2025.
6. 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.
7. 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.

Completed Course Reimbursement documents to include the following:

- Approved Professional Growth Form(s)
- Unofficial transcript with "B" or higher grade listed
- Term payment receipt
- Completed Personal Expense Reimbursement Form