

Tuition Reimbursement

The following documents are required for tuition reimbursement

- Tuition reimbursement form*
- Proof of payment in full
- Proof of grade

*The tuition reimbursement form can be found on the school district website:

Our District

Employee

Employee Forms (You will need to enter your login and password information in order to see the forms)

Submit all *three* documents to Dr. Rowe for processing

ACT 48 Individual Participant Sheet

In the event your educational institution does NOT report eligible Act 48 hours (Continuing Professional Education Requirements) to PERMS (Professional Education Record Management System), please complete the “Individual Act 48 Participant Sheet”, *along with proof of completion* and submit to Dr. Rowe.

Request For Salary Increment

To request an increase to your salary level, based on additional education credit requirements, you must put this request in writing along with a copy of your transcript and submit to Dr. Rowe. (Increases begin in September – request must be submitted by Aug 15th)
(*Example: Bachelors to Masters / Masters to Masters +15 / Masters +15 to Masters +30*)