



# DeSoto County School District

## COURSE COMPLETION REIMBURSEMENT REQUEST

Professional Learning funds are available to help teachers, paraprofessionals, and other support staff to become properly licensed and endorsed, increase content knowledge and effectiveness of principals, teachers, and other school leaders, and provide evidence-based professional development for eligible staff. **Reimbursement of college tuition and/or program registration expenses is available for up to \$3,000 per school year (July 1 → June 30).** This applies to coursework directly related to current job responsibilities within DeSoto County Schools or to future career aspirations within the district. The cost of textbooks or miscellaneous fees is not covered by course completion reimbursement. It is important to note that requests will be considered on a funds-available basis.

To request reimbursement, please complete the following steps:

1. Submit a Course Completion Reimbursement Request Form and Course Description at least **10 work days before the start of the course/program** to the **Office of Human Resources**. A signed copy of the request will be returned to the staff member as either approved or not approved for reimbursement.
2. After obtaining approval, the applicant must pay the appropriate cost for the course/program. For applicable courses, a final grade of “C” or higher must be earned to receive reimbursement.
3. Upon completion of the course/program, the applicant shall submit/return the following documents to the **Office of Human Resources**:
  - A pre-approved Course Completion Reimbursement Request (Form C1),
  - Evaluation Form (Form C2),
  - An academic transcript, grade sheet, or certificate of completion; and a
  - Receipt of payment.

**Note: To receive reimbursement, the applicant must be under contract for the semester following the one in which the course was taken.**

# DeSoto County School District

## COURSE COMPLETION REIMBURSEMENT REQUEST (FORM C1)

Legal Name		School/Office	
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One (1) name per form

College/University			
Degree/Program			
Beginning date		Ending date	
Course Format	<input type="checkbox"/> In-person	<input type="checkbox"/> Online	<input type="checkbox"/> Hybrid
Course Name			
Course #		# Credits/Hours	
Total Requested Reimbursement Amount (max \$1,000 per semester)		\$	

The course I am requesting qualifies under the following criteria:

- |  |  |
|--|--|
| <input type="checkbox"/> License         | <input type="checkbox"/> Recertification |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Endorsement     |  |

Signature of Applicant		Date	
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Signature of Supervisor		Date	
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**APPROVAL FOR THIS ACTIVITY IS CONTINGENT ON THE WILLINGNESS OF THE PARTICIPANT TO SHARE ITS CONTENTS WITH DISTRICT STAFF AS REQUESTED & AVAILABLE FUNDING.**

**SUBMIT THIS FORM TO HUMAN RESOURCES AT LEAST 10 WORK DAYS BEFORE STARTING COURSE**

COMPLETED BY CENTRAL OFFICE

Pre-approval for payment of \$		Funding Line	
APPROVED FOR REIMBURSEMENT?	ELIGIBLE FOR TITLE II FUNDING?		
<input type="checkbox"/> YES	<input type="checkbox"/> YES		
<input type="checkbox"/> NO	<input type="checkbox"/> NO		

Signature of Deputy Superintendent		Date	
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COMPLETED BY OFFICE OF HUMAN RESOURCES - RELEASE OF PAYMENT (signed after course)

Signature of Director of Human Resources		Date	
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# DeSoto County School District

## COURSE COMPLETION REIMBURSEMENT REQUEST - EVALUATION (FORM C2)

After completing the course, please submit this form with an approved *Course Completion Reimbursement Request Form* and other required documentation to the *Office of Human Resources*.

Legal Name		School/Office	
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Course Name		Date	
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Course/Program Evaluation Form for Reimbursement	Yes	No	N/A
1. Did the class meet its stated objectives?			
2. Were requirements and assignments made explicit by the instructor?			
3. Were important concepts clearly explained?			
4. Did the instructor have command of the subject matter and the skill to transmit this information to the group?			
5. Did the instructor show evidence of careful preparation and organization for the session(s)?			
6. Did the instructor set a favorable environment for a learning situation?			
7. Did the instructor encourage participation including the expression of differing viewpoints?			
8. Were lectures and assignments relevant to the class objectives?			
9. Would you recommend this class as taught by this instructor?			
10. What was important from this course that applies to your classroom teaching?			
11. What were the important concepts presented in the course?			
12. How could you share the knowledge gained from the course with your colleagues?			