

Yellow Springs Schools
Professional Growth Plan
Teaching Staff Application for Additional Study

Instructions:

Prior to the start of the course:

1. Complete the application in duplicate.
2. Request your Principal's approval.
3. Forward the application to the superintendent's office.
4. Advance approval is required for program participation.

Upon completion of the course submit the following:

1. Grade card or transcript, showing grade "B" or better, or pass if it is a pass/fail only course.
2. Proof of actual cost per quarter or semester credit hour.
3. Proof of payment.

Term (check one): ___ Summer ___ Fall ___ Winter ___ Spring

Name: _____ School: _____ Date: _____

Course applied for: _____

Beginning Date: _____ Conclusion Date: _____

Institution: _____

of Credit Hours, Quarter _____ Semester _____ Cost per credit hour \$ _____

Description of Course:

How will this course contribute to your professional growth:

Recommendation of Principal: _____
Signature Date

Authorization - to be completed by the Superintendent or LPDC committee:

Approved _____
Signature Printed Name Date

Disapproved _____
Signature Printed Name Date

Reason for Disapproval: _____

Tuition Reimbursement
Certified Staff
Procedure

1. Letter of Intent must be submitted to the Superintendent by May 1, for courses beginning in the Summer/Fall terms and by December 1, for courses beginning in the Winter/Spring terms. Letters of Intent must show the number of quarter hours and the number of semester hours being requested. Quarter hours are reimbursed at a rate of \$200 per credit hour and Semester hours at a rate of \$300 per credit hour.
2. Prior to registering for specific courses the Professional Growth Form is to be completed and approved.
3. Upon completion of the course the following must be submitted to receive reimbursement:
 1. Grade card or transcript, showing grade “B” or better, or pass if it is a pass/fail only course.
 2. Proof of actual cost per quarter or semester credit hour.
 3. Proof of payment.
4. All paperwork must be submitted for reimbursement by October 1 of the year following the application.

Sample timeline:

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|-------------------|---|
| April 15, 2009 | – Submit Letter of Intent for classes to be started between June 1, 2009 and December 31, 2009. |
| July 15, 2009 | -Submit Professional Growth Form for classes to start in September, 2009. |
| November 15, 2009 | – Submit Letter of Intent for classes to be started between January 1, 2010 and May 31, 2010. |
| December 15, 2009 | – Summer/Fall terms completed. Submit paperwork for initial reimbursement. |
| January 6, 2010 | - Receive initial reimbursement. |
| August 15, 2010 | - Winter/Spring terms completed. Submit paperwork for initial reimbursement |

October 1, 2010 – **Deadline for all reimbursement paperwork to be submitted.**

No reimbursements will be processed for any paperwork received after October 1.

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| October 15, 2010 | – Final reimbursements paid out. |
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Important Notes:

If funds remain of the \$12,000 budgeted for that contract year, the amount will be divided by the total number of approved hours completed, and teachers will be compensated that additional amount per approved hour completed, not to exceed the actual rate paid per quarter or semester hour.

This information is taken from the negotiated agreement (6.11) approved 6/12/2008.