



Department for Human Resources

Assistant Superintendent for Human Resources – Dale Fisher, Ed.D.
Human Resources Specialist - Mrs. Barbara Dombroski
Administrative Assistant for Human Resources – Ms. Brandie Roark

GRADUATE COURSE CREDIT/REIMBURSEMENT FORM

GENERAL INFORMATION

Last Name: First Name: Home School:
Address (Home): City: State: Zip:
Current Assignment (School, Grade, Subject):
Institution Providing Course: Course Number:

GRADUATE COURSE CREDIT

Course Name:
Date Course Completed: Credit Hours Earned:

TUITION REIMBURSEMENT

Tuition Paid \$

SUBMISSION TO HR
Grade Report (Equivalent of "B" or better)
Receipt of Paid Tuition
Official Transcript (Program Completion)

FOR OFFICE USE ONLY

RECORDED ON GRAD SHEET

GRADUATE COURSE CREDIT

Graduate credit units-this course: Current Base Salary \$
Graduate credit units-cumulative: New Base Salary \$
Difference \$
Current Lane/Step: Prorated at %
Salary Adjusted \$
New Lane/Step Yes No Adjusted Base Salary \$

The % of the salary including adjustment by changing lanes based on the date of reimbursement form submission...

- August 15 100% December 15 60% March 15 30%
September 15 90% January 15 50% April 15 20%
October 15 80% February 15 40% May 15 10%
November 15 70%

TUITION REIMBURSEMENT

Tuition Paid: \$ Reimbursement %: Tuition Reimbursement: \$
Date Reimbursed: Check#:

Approved: Date:

Assistant Superintendent for Human Resources