

NAME: _____



YEAR _____

FALL SPRING SUMMER
Due Aug. 1st • Due Dec. 1st • Due May 1st

REQUEST FOR COLLEGE/UNIVERSITY

COURSE APPROVAL

COMPLETE BOXES: Certified Staff - Boxes 1, 2, 3; Support Staff - Boxes 1, 2, 4

ARTICLE VII - COMPENSATION AND FRINGE BENEFITS,

M. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS,

- 1.b. *No more than 12 credit hours earned in any calendar year may be applied toward tuition reimbursement or advancement on the salary schedule, except when the credit hours are earned in either an accredited master's program or in a course of study approved by the superintendent.*

- 1.e. *Advancement on the salary schedule shall be awarded retroactively for all application submitted with the required proof within 6 months of the completed coursework. All other applications will become effective upon submission of proof.*

1. Approved Colleges and Universities for Certified and Support Staff:

(Please check)

- | | |
|---|---|
| <input type="checkbox"/> Augustana College | <input type="checkbox"/> Northern Illinois University |
| <input type="checkbox"/> Aurora University | <input type="checkbox"/> Olivet Nazarene University |
| <input type="checkbox"/> Bradley University | <input type="checkbox"/> Roosevelt University |
| <input type="checkbox"/> Chicago State University | <input type="checkbox"/> Saint Xavier University |
| <input type="checkbox"/> Concordia University | <input type="checkbox"/> Southern Illinois University at Carbondale |
| <input type="checkbox"/> DePaul University | <input type="checkbox"/> Southern Illinois University at Edwardsville |
| <input type="checkbox"/> Eastern Illinois University | <input type="checkbox"/> University of Illinois |
| <input type="checkbox"/> Elmhurst College | <input type="checkbox"/> University of Illinois at Chicago |
| <input type="checkbox"/> Governors State University | <input type="checkbox"/> University of Illinois at Springfield |
| <input type="checkbox"/> Illinois State University | <input type="checkbox"/> University of St. Francis |
| <input type="checkbox"/> Lewis University | <input type="checkbox"/> Western Illinois University |
| <input type="checkbox"/> Loyola University | <input type="checkbox"/> Wheaton College |
| <input type="checkbox"/> National-Louis University | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> Northeastern Illinois University | <input type="checkbox"/> Superintendent Approved |

Approved Junior Colleges for Support Staff Only:

(Please check)

- | | |
|--|--|
| <input type="checkbox"/> Illinois Central College | <input type="checkbox"/> Spoon River Community College |
| <input type="checkbox"/> Heartland Community College | <input type="checkbox"/> Parks Community College |
| <input type="checkbox"/> Carl Sandburg Community College | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> Lincoln Land Community College | <input type="checkbox"/> Superintendent Approved |

2.

Course Name: _____

Course Number: _____ **Online Course** (Yes OR No) _____ **#Credit Hours:** _____

Date Course Work Begins: _____ **Date of Completion:** _____

Currently enrolled in Masters or Doctorate Program (Yes OR No) _____



3. CERTIFIED AND SUPPORT STAFF:

ARTICLE VII - COMPENSATION AND FRINGE BENEFITS,

M. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS,

2. Certified Staff

- a. *All hours of credit for tuition reimbursement, tuition waiver, or for advancement on the salary schedule shall be earned from either a state university in Illinois or an institution identified on a list to be set by the Communications Committee, and must meet one of the following conditions:*
- i. *Completed courses that the awarding college or university will accept in an accredited graduate program.*
 - ii. *Completed courses that Illinois State Board of Education will accept toward certification as Highly Qualified under NCLB requirements.*

The following course is –

(Please check)

_____ **INCLUDED IN AN ACCEPTED GRADUATE DEGREE PROGRAM** , and/or
_____ **ACCEPTED TOWARD CERTIFICATION AS HIGHLY QUALIFIED UNDER NCLB**

4. SUPPORT STAFF ONLY:

ARTICLE VII - COMPENSATION AND FRINGE BENEFITS,

M. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS,

3. Support Staff

- a. *All hours of credit for tuition reimbursement shall be earned from either a state university or junior college in Illinois or an institution or junior college identified on a list to be set by the Communications Committee, and must meet one of the following conditions:*
- i. *Completed courses that improve skills related to the Support Staff member's assignment or job description.*
 - ii. *Completed courses that the awarding junior college or university will apply towards an associate degree in education or bachelor's degree in education.*

The following course –

(Please check)

_____ **APPLIES TOWARDS AN ASSOCIATE DEGREE OR BACHELORS DEGREE IN EDUCATION**
_____ **RELATES TO MY ASSIGNMENT OR JOB DESCRIPTION**

OFFICE USE ONLY:

Building Principal Submission

- Course approval request submitted to Director of Human Resources.

Principal Signature

Date Submitted to DHR

Director of Human Resources Approval

- The above request is approved.
- Waiver
- Tuition Reimbursement
- The above request is denied.

Director of Human Resources

