



Dracut Public Schools

Professional Development Reimbursement Form

Educators, with approval, are able to seek reimbursement for graduate courses taken and for approved workshops/conferences attended. Educators shall be eligible for up to \$500 per school year for graduate credit courses and up to \$200 per school year for workshops/conferences. This reimbursement is on a first-come, first serve basis. Please follow these steps to request reimbursement:

FOR TUITION REIMBURSEMENT:

1. Fill out form completely
2. Provide a copy of the approved graduate credit approval form for the course with a course description
3. Provide a copy of the transcript indicating that a grade of a "B" or better was received
4. Provide a copy of the proof of payment for the course
5. Submit all of the above to the Office of Curriculum, Instruction and Assessment

FOR WORKSHOP/CONFERENCE REIMBURSEMENT:

1. Fill out form completely
2. Provide a copy of the approved workshop/conference request form with the workshop/conference description
3. Provide a copy of the proof of payment for the workshop/conference
4. Submit all of the above to the Office of Curriculum, Instruction and Assessment

General Information

Name _____ Date _____

School _____ Assignment: _____

Title of Graduate Course or Workshop/Conference _____

Date of Course Completion/Attendance at Workshop/Conference _____

Cost of Course _____ Signature _____ Date _____

Administration ONLY

Director of Curriculum, Instruction and Assessment: _____ Date _____

Approved _____ Denied Reason _____

Superintendent of Schools _____ Date _____

Approved _____ Denied Reason _____

FOR OFFICE USE ONLY

Date Request Received: _____ Approval Date: _____

Req.#: _____ Date issued: _____ Amount: _____

REVISED 9/2019