

Jackson Parish School Board Teacher Tuition/Praxis Reimbursement

The Teacher Tuition Reimbursement helps employees finance formal education. Tuition Reimbursement does not guarantee continued employment, new job assignments, pay increases, or promotions. **Employees receiving Tuition Reimbursement are required to continue as an active employee in Jackson Parish for an equivalence of one-year for each semester of tuition reimbursement paid by the Jackson Parish School Board. If employment is broken by the employee before the equivalency time has been satisfied, all Tuition Reimbursement that has been issued to the employee will have to be repaid.**

Funding for Tuition Reimbursement is available through Federal funds for the purpose of providing opportunities for teachers to take courses for on-going professional development. The following participant categories are considered in the order of critical need in Jackson Parish:

- Enrolled in Alternative Certification Program (Practitioner License 1, 2, 3, or 4)
- Teaching Out-of-Field (OFAT)
- Certified-Seeking Highly Qualified (HQ) as defined by the No Child Left Behind (NCLB)
- Paraprofessional pursuing teaching degree and credentials
- Extended Endorsement License (EEL)

First consideration in approving requests for tuition reimbursement will be given to those persons who are seeking certification and HQ status under the NCLB/Every Student Succeeds Act (ESSA) legislation. In addition, consideration will be given to certified teachers becoming certified in areas of declared critical shortage.

Eligibility:

- All applicants must be **employed during the entire school semester** for which reimbursement is sought and continue employment for no less than one additional year for each semester/quarter in which reimbursement was paid.
- A course must be completed during the time of employment for separated employees.
- Employees on **sabbatical leave are eligible** for tuition reimbursement.
- Applicants must have an approved plan of study and must attend an accredited institution and must receive grades and college degree credits.

Procedures for Tuition Reimbursement:

In order to receive tuition reimbursement:

- Each applicant must complete a Teacher Tuition Reimbursement application which must be signed by the Principal and applicant and submitted to the Human Resource Department or the Federal Programs Department at least five (5) days prior to the start of the **semester/quarter** (Submission cannot be the official first day of class), in order to assure that the courses are allowable.
- A hard copy of this application can be obtained in the Federal Programs Department, Human Resource Department, or the online version is available at www.jpsb.us.
- Failure to submit and receive prior approval will result in funds being withheld.
- Applicant must submit an approved plan of study at the time of application.
- All applicants must obtain and submit with their application the most current breakdown of the fees charged by the university enrolled.
- Reimbursement funds are only to be used to cover **“pure”** tuition costs; therefore, other mandated fees charged by the University must be paid by the applicant.

- A maximum of six (6) credits will be allotted per semester/quarter/J-term/iTeach term for each July 1st-June 30th fiscal year. **The funds must be available for reimbursement at the close of each semester indicated on the application. Otherwise, only a portion of the indicated “pure” tuition will be recognized for payment.**
- All late fees are the responsibility of the participant.
- The amount paid by the agency for tuition at private universities/iTeach shall not exceed the highest tuition charged by a public Louisiana university.
- Application must be *pre-approved* by the Federal Programs Department and the Human Resource Department.
- ***Any Grant recipients cannot be reimbursed by the school district.***
- Upon completion of coursework, the applicant will submit an itemized fee **bill (including breakdown of charges and their payment)**, documentation of final grades and proof of payment to the Federal Programs Department. All payment documentation must include the applicant's name.
- Participants must attend only approved courses.
- After final approval, reimbursement will be paid to the participant within thirty (30) days of receipt of grades by the Jackson Parish School District business department.
- Reimbursement will be made equivalent to the current cost of graduate or undergraduate in-state tuition.
- Reimbursement for credit courses may be paid for participants who successfully complete approved courses as evidenced by a grade of A, B, C or Pass for a Pass/Fail course. Withdrawal or Incomplete courses will not be paid.
- Participants are responsible for payment to the University.
- **Any course changes must first be approved by the Human Resource Department and Federal Programs Department of Jackson Parish School Board before tuition can be provided.**
- Requests with incomplete documentation and/or failure to turn in documents by the end of the July 1st-June 30th fiscal year will not be processed.

Praxis Tests: Applicants will be reimbursed a maximum of \$200.00 per person per year for a passing score of a Praxis Test. Employees must submit a passing test score and the fee payment sheet showing their payment for reimbursement before June 15th each year. **Praxis reimbursement recipients are required to continue unbroken employment for no less than one full school term after reimbursement.**

District Contact Information:

Dr. Robin Potts, Human Resources	(318) 259-4456 ext. 228
Cherrise Bryan, Title I Instructional Coordinator	(318) 259-4456 ext. 234
Nettie C. Russell, Title I Instructional Coordinator	(318) 259-4456 ext. 217

APPLICATION FOR TEACHER TUITION/PRAXIS REIMBURSEMENT

Jackson Parish School District

Section I: Failure to provide any information requested will result in application denial

TO BE FILLED OUT BY APPLICANT: (Print or Type)

Semester: _____ Year: _____ Name of College/University: _____
(Only ONE College/University may be listed)

Name: _____
Last First Middle/Maiden Social Security #

Home Address Home Telephone

City State Zip Code School Telephone

Teacher Certification Type and Number Areas of Certification

Position Home-Based School (where you teach) Subject(s) you are teaching

Currently Teaching: Yes _____ No _____ Teaching Level: Elementary Reg. Ed. _____ Secondary Reg. Ed. _____ Sp. Ed. _____

Approved Sabbatical Leave: Yes _____ No _____ If yes, dates of approved leave: From: _____ to _____

Participant Category

Check one of the following listed participant categories:

_____ PA – Certified
_____ PB – Certified (Non-Certified Enrolled in Teacher Education Program)

Course Category

Check any of the following listed applicable course categories:

_____ CA – Certification for Job Assignment
_____ CC – Pursuing Addition Certification in _____
_____ CD – Pursuing an Advanced Degree

COURSES REQUESTED: The Department, Course #, and Course Title must be provided by applicant. Approved/Denied section will be completed by JPSB.

Department	Course #	Course Title	Approved	Denied
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PRAXIS TESTS

Test Code	Date	Test Name	Test Score	Required Score	Status
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Section II: Please Read the Statement Below Carefully Before Signing

I have received a copy of the Jackson Parish School Board Teacher Tuition Reimbursement requirements. If I drop, withdraw, or fail to complete a course successfully I will forfeit tuition reimbursement and I will be responsible for tuition payment. I give permission for all concerned in implementation of the Teach Quality Program to release information as required. I understand that I will only be reimbursed according to the course load per semester/quarter for pure tuition only as funding is available.

Applicant's Signature Principal's Signature (Required on all forms)

Section III: TO BE FILLED OUT BY THE JACKSON PARISH SCHOOL DISTRICT

Action: Approved: _____ Denied: _____ (Reason for denial attached) Waiting List Approval: _____

Cherrise Bryan, Title I Instructional Coordinator / Nettie Russell, Title I Instructional Coordinator Date

Dr. Robin Potts, Personnel Supervisor Date

David Claxton, Superintendent of Jackson Parish School District Date