



ROCKDALE ELEMENTARY SCHOOL DISTRICT 84

715 Meadow Ave. Rockdale, IL. 60436

Phone: 1-815-725-5321

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Request for Course Reimbursement Form

Please complete this form for the 2026-2027 school year.

1. POLICY AVAILABLE IN TEACHER CONTRACT (COLLECTIVE BARGAINING AGREEMENT) SECTION 9.6

- This certifies that you have read and discussed any questions in regards to the procedures that can be found in the most current contract.

2. REIMBURSABLE AMOUNT FOR THE 2026-2027 SCHOOL YEAR

- The reimbursable amount is currently \$1500 and must be pre-approved by the Superintendent.
- This applies from July 1, 2026 through June 1, 2027.
- Each teacher is eligible for reimbursement up to \$3000 per fiscal year for graduate courses and undergraduate courses in the field of English as a Second Language (ESL) with prior approval from the Superintendent.

3. TYPE OF COURSEWORK

- Coursework should be done at an accredited college or university. Please submit a copy of the course information from the college or university where the course is being taken, along with the completed Pre-Approval Course Reimbursement form, to the Superintendent. Subjects taken should pertain to improving the understanding of the current position held or working toward another educational avenue.

4. PRE-APPROVAL OF COURSEWORK

- Please forward all requested information to the Superintendent via email, or make an appointment to meet with them, for pre-approval of reimbursement. This includes the district Pre-Approval Course Reimbursement Form and all information from the college or university as listed above.

5. COMPLETION OF CLASS

- Upon completion of the course, please provide the Superintendent with the completed Tuition Reimbursement form, an official transcript from the school that provided the coursework (sent to Rockdale SD84) and proof of payment for the course.

6. REIMBURSEMENT

- **Once everything has been submitted the district secretary will forward all items to the bookkeeper. Reimbursement will be made following the next School Board meeting after a teacher shows evidence of tuition cost and satisfactory (C average) completion of the course.**

Congratulations and best wishes to those who seek to further their education!