



ROCKDALE ELEMENTARY SCHOOL DISTRICT 84

TUITION REIMBURSEMENT FORM

TUITION REIMBURSEMENT PROVISION

The board shall reimburse each teacher up to \$1500 per fiscal year (July 1 through June 30) for graduate courses, as well as prior district approved undergraduate courses. The board shall reimburse each teacher up to \$3000 per fiscal year (July 1 through June 30) for graduate courses, as well as prior District approved undergraduate courses in the field of English as a Second Language (ESL) culminating with an Illinois State Board of Education recognized ESL endorsement. Teachers seeking this reimbursement must receive prior approval from the Superintendent. The request for approval must be on the appropriate District form and shall constitute an intention and not an obligation. Reimbursement for such classes 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.

Why are the Official Transcripts necessary?

Per administrative code within the Illinois School Code, we are required to obtain official transcripts from the university or college they are completed. This is applicable when submitting transcripts for both movement on the salary schedule and for tuition reimbursement.

Name of Staff: _____

Current Position: _____

Proposed Coursework of Study: _____

Please propose all coursework to be taken from July 1, 2026 to June 1, 2027.
Coursework not approved by the Superintendent will not be reimbursed.

Coursework needs to be completed and transcripts and tuition payment evidence submitted by June 1, 2027 to receive reimbursement.

Signature of Superintendent

Michael Merritt, Ed. D.
Rockdale School District #84
815-725-5321

Date