



ABERDEEN SCHOOL DISTRICT

POLICIES AND REGULATIONS

NEPN Code: GCI-E

PERSONNEL

PROFESSIONAL DEVELOPMENT - TUITION/FEE REIMBURSEMENT APPLICATION

The Aberdeen School District will reimburse tuition and fees expenses up to \$300 per year (September 1 through August 31). Please complete the following form, attach the required information, and submit to the Human Resources Office by September 1 for review.

Name: _____ Date: _____

Building Assignment(s): _____ Job Assignment(s): _____

I hold a valid South Dakota Teacher Certificate OR I am a full-time employee of Aberdeen School District. yes no

I have completed at least three years of employment with the District. yes no

I have attached documentation indicating course completion. yes no

I have earned a grade of "B" or better in the coursework. yes no

I have attached receipt of payment or documentation of the cost. yes no

Course Number	Course Name	Tuition	Fees
TOTALS:			

For Office Use Only

Amount Approved: _____

Superintendent of Schools or Designee

Date