

## **Administrative Credit Reimbursement**

All college credits must be pre-approved by the district administrator for credit reimbursement. Credits meeting any one of the following criteria, or that fall within an administrator's area of certification, may be approved for reimbursement:

1. Credits in an advanced educational degree program of an accredited college or university which are related to a position held or expected to be held in the district,
2. Graduate or undergraduate credits taken in an area of study related to the administrator's responsibilities.

Approved courses will be reimbursed at the rate of \$110 per undergraduate credit or \$200 per credit for graduate credit for a maximum of six (6) credits per year. Reimbursement will be made by separate check upon receipt of transcript or other evidence of course completion.

Requests must be made to the district administrator using the district credit reimbursement request form.

All administrators under contract beginning with the 2014-15 school year will be governed by this provision.

APPROVED: