**North Pekin-Marquette Heights School District 102**

**Workshop/Seminar Approval Request Form**

Teacher Name Date

Workshop Provider

Workshop Name/Description

Date(s) of Workshop

**Yes No**

My Principal directed me to attend this workshop. (See 5.9 of CBA)  

This workshop directly relates to my teaching area.  

This workshop directly relates to our building’s SIP.  

This workshop addresses the PD plan for my evaluation.  

This workshop will provide me with continuing education credit.  

I have attached pertinent workshop registration information.  

I am requesting the district pay the registration fees.  

I am requesting reimbursement of registration fee I paid.  

Amount of Registration Reimbursement $ (Please attach necessary proof of payment.)

Principal Date

Superintendent Approval Date

**Please Note:**

* Request must be submitted, at minimum, two (2) weeks in advance of the Workshop. Fees will only be for registration and are contingent upon available funds.
* Workshop attendees will be expected to present information about the workshop to their peers/colleagues at a SIP day.
* See attached language from the Collective Bargaining unit pertaining to “In-Service Reimbursement”.
* Please be sure to read the attached language from the Collective Bargaining Unit (Section 5.8) if this workshop offers graduate credit that you plan to take. You will need to complete the necessary paperwork for graduate credit approval as this form only address workshop approval.

**5.8 TUITION REIMBURSEMENT**

1. Staff members shall be reimbursed at the rate of 100% the tuition and fees for graduate level courses or graduate level credit offered at workshops attended by the teacher towards an area of benefit to the teacher and the district or towards an advanced degree for the nearest state college when having demonstrated proficiency by earning a grade of B or better. Work shall be in the area of benefit to the teacher and the district and shall have prior approval of the Superintendent.
2. The district will pay 100% of the tuition and fees, for graduate level courses, at the rate of the nearest state college, when having demonstrated proficiency by earning a grade of B or better, for one class every two years toward recertification for each certified employee as long as the class is in education or in the teaching field of the certified staff member and/or benefits the district.
3. In the event a teacher is directed to take a class and/or monies are available through a grant or an additional professional development revenue source, a teacher may take an additional class beyond those stated above.
4. Total Tuition Reimbursement for all reimbursement scenarios listed above will be subject to a district maximum of $15,000 per year. Courses with a start date prior to August 1 shall count as previous year coursework.
5. Upon request of the Federation, the district shall inform the Federation president, or designee, of the remaining balance of the tuition reimbursement funds as well as all pending tuition reimbursement requests.
6. The district shall notify a staff member with the decision about approval for coursework within ten (10) working days of electronic submission by the staff member.
7. Staff members seeking course approval must indicate in writing the intent of remaining a full-time staff member in District #102 for a minimum of one (1) complete school year after earning tuition reimbursement. A teacher who leaves the district prior to the completion of one (1) full year after earning tuition reimbursement will incur a deduction in pay equal to any amount reimbursed within the one (1) year prior to his/her departure.

**5.9 IN-SERVICE REIMBURSEMENT**

In the event a teacher is directed to participate in any professional conference or seminar for which a registration fee is charged, the district shall pay the cost of such registration fee. Mileage expenses, meals, and lodging when pre-approved, will be reimbursed for conferences held outside of Tazewell and Peoria counties.