



PEABODY PUBLIC SCHOOLS

27 Lowell Street, Peabody, Massachusetts 01960

Telephone: 978.536.6500

Dr. Josh Vadala Dr. Kelly Chase Dr. Mark Higgins
Superintendent of Schools Assistant Superintendent Assistant Superintendent

TUITION REIMBURSEMENT SUBMISSION SUMMARY FORM

2023.2024 – UNIT A & UNIT B

NAME:- _____

POSITION: _____

SCHOOL: _____

This form and attachments must be submitted no later than 3:00 p.m. on, June 1, 2024.

Submissions after June 1 will NOT be accepted.

Please attach the following forms:

_____ Itemized Proof of Payment confirming the specific course was paid

_____ Cost of Specific Course Submitted via the college/university official document

_____ Copy of OFFICIAL College Course Grade Report/transcript showing a grade B or higher.

_____ Tuition Reimbursement Submission Summary Form (this form)

_____ Approval of professional study form, which is signed by the Superintendent/designee

_____ Educational Course Reimbursement Information Acknowledgement form

I hereby request tuition reimbursement under the guideline established by the Peabody School Committee and the Peabody Federation of Teachers. I hereby attest all items submitted are valid and accurate. I understand that failure to meet any of the requirements will disqualify my ability to be reimbursed.

Signature

Date

1. Teachers who have worked for two complete school years shall be eligible for tuition reimbursement annually from an annual tuition reimbursement fund of \$50,000.00. 2. Teachers in their first or second year shall be eligible for one-half (.5) tuition reimbursement annually. 3. In order to receive reimbursement, the teacher must have the Superintendent's prior approval of the course and earn a grade of B or Pass in a Pass-Fail course. 4. To receive reimbursement, the teacher must submit the signed course approval form, the official college grade report, and proof of payment to the college or university and the district must still have money in the annual fund.

Any questions please Email the Superintendent's Office

macarellim@peabody.k12.ma.us