



PEABODY PUBLIC SCHOOLS

27 Lowell Street, Peabody, Massachusetts 01960

Telephone: 978.536.6500

Dr. Josh Vadala
Superintendent of Schools

Dr. Kelly Chase
Assistant Superintendent

Dr. Mark Higgins
Assistant Superintendent

APPROVAL OF PROFESSIONAL STUDY FORM

I hereby request approval of the following course:

Name of Employee: _____ School or work location: _____

Grade & Title: _____ Union: _____

Name of the accredited college/University: _____

Course Name: _____ Course Number: _____

Course Description: _____

Is this a graduate level Course? _____

If not, please explain why it is relevant to your current teaching position:

Number of college credits: _____ Course Schedule: (circle days) Sun M T W Th F S

Course Start Date: _____ End Date: _____

Course Instructor Name: _____

Employee Signature Confirming the above information and the below contractual language

Signature: _____ Date: _____

Please return this completed form to the Assistant Superintendent's Office by email, to:
brothersj@peabody.k12.ma.us

APPROVED: Yes No

Superintendents or Designee Approval: _____ Date: _____

H.O.P.E.
Every Student, Every Day.
www.peabody.k12.ma.us



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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. Courses or certifications/licenses required by CTE teachers and specialists to maintain employment in Peabody and that need to be completed through non-traditional means will also be eligible for reimbursement through a new course approval form.

Teachers who have worked for two complete school years shall be eligible for tuition reimbursement annually from an annual tuition reimbursement fund of \$60,000.00.

Teachers in their first or second year shall be eligible for one-half (.5) tuition reimbursement annually.

In order to qualify for 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 and the teacher must submit:

- Tuition Reimbursement Submission Summary Form,
- Signed Course Approval form
- Official college grade report
- Proof of payment to the college or university

And, the district must still have money in the annual fund.