



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

TUITION REIMBURSEMENT SUBMISSION SUMMARY FORM 2025.2026 – UNIT A & UNIT B

NAME:- _____ POSITION: _____ SCHOOL: _____

This form and attachments must be submitted no later than 3:00 p.m. on, June 1, 2026. Submissions after June 1 will NOT be accepted. **SEND this form completed along with required documents to : macarellim@peabody.k12.ma.us**

Please attach the following documents:

- _____ Cost of Specific Course Submitted via the college/university official document
- _____ Itemized Proof of Payment confirming the specific course was paid
- _____ Copy of OFFICIAL College Course Grade Report/transcript showing a grade B or higher.
- _____ 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



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1. 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.

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

3. 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.