

Andover Public Schools

**INSTRUCTIONAL ASSISTANT
TUITION REIMBURSEMENT REQUEST FORM
2019-2020**

In accordance with the AAO Collective Bargaining Agreement, Instructional Assistants may receive up to a maximum amount of \$300.00 reimbursement for 1 course per school year.

All coursework must be job-related and must be approved by your building principal and the Superintendent of Schools. Please attach information about the Continuing Education program and a course description for approval purposes.

Please note: Only Instructional Assistants who have been a member of the unit for 3 full consecutive school years are eligible for reimbursement.

Tuition Reimbursement Request Form is due by December 1, 2018 for the 2019-2020 school year.

All requests must be submitted to the Human Resource Department.

Request for Coursework Reimbursement

Name: _____ **Location:** _____

Course TITLE/NUMBER: _____

Institution: _____

Enrollment Date: _____

Continuing Education Program: _____

Requested Amount of Reimbursement: \$ _____

Requested by: _____ **Date:** _____
(Signature)

APPROVAL:

Principal/Program Advisor's Approval

Date:

Superintendent/Designee's Approval

Date:

Please Note: This form does not pertain to Inservice Programs (Article XIV – 14-02). Information about inservice programs may be obtained by contacting the Assistant Superintendent's Office 978-247-7025.