

# Tuition Reimbursement for Professional Development Graduate Credits

*Steps for Approval and Reimbursement  
Using the Frontline Education App*

# Professional Development for BPS Staff

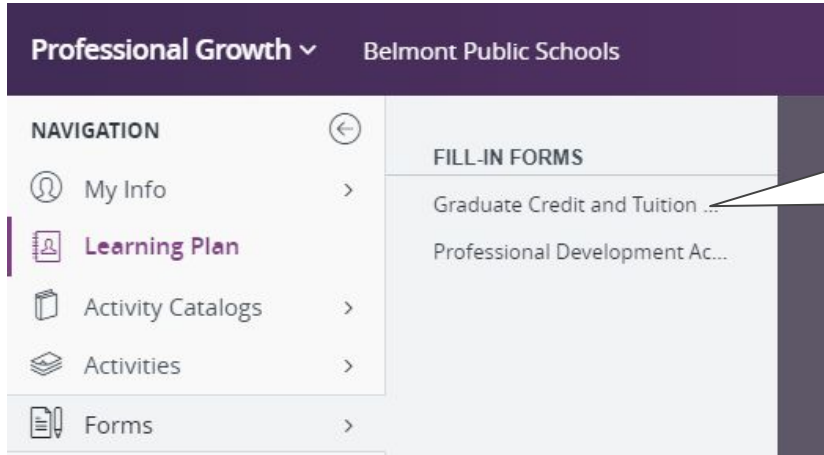
Providing high quality professional opportunities is critical to supporting your growth and professional development.

Funds are set aside in the budget to reimburse teachers who choose to take district sponsored courses that are highly recommended as well as other graduate level courses from accredited degree granting institutions.

The following slides provide instructions on how to request approval and reimbursement for Professional Development opportunities.



# Request Approval Before You Begin Your Course



**To initiate a request for approval for Graduate Credit and Tuition Reimbursement:**

Log into the Frontline Education application at <https://login.frontlineeducation.com/> to access the Professional Growth module.

Select the **Graduate Credit/Tuition Reimbursement Form** from the Forms section of the left navigation menu.

# Complete the Graduate Credit/Tuition Reimbursement Form

**Graduate Credit / Tuition Reimbursement - Request for Approval**

► Instructions

[Click here for detailed instructions](#)

Submit this form **BEFORE** course work is taken.

An electronic copy of this form will be saved in your Learning Plan.

Please see **IMPORTANT NOTES** section at the bottom of this form.

**Purpose(s) of Form Submission**

Select all that apply:

- Graduate Credit / Salary Lane
- Tuition Reimbursement
- District Requirement
- PDP - Content (subject matter)
- PDP - Pedagogy (professional skills & knowledge)
- PDP - Sheltered English Immersion
- PDP - Disabilities/Diverse Learning Styles
- PDP - Elective - Social Emotional Learning (SEL)
- PDP - Elective - Technology
- PDP - Elective - Culturally Responsive Teaching
- PDP - Elective - Equity
- PDP - Elective - Other

**Course Type**

This form submission is for:

Note that the Form includes a link to a pdf with detailed instructions on completing the form.

# Make Note of Important Information

**Graduate Credit / Tuition Reimbursement - Request for Approval**

► Instructions

[Click here for detailed instructions](#)

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- PDP - Elective - Culturally Responsive Teaching
- PDP - Elective - Equity
- PDP - Elective - Other

**Course Type**

This form submission is for:

- The maximum amount of Tuition Reimbursement is \$825 per individual per fiscal year for approved courses that are not “Highly Recommended”.
- Tuition for courses that are “Highly Recommended” by the District will be reimbursed twice a year in December and June.
- Tuition requests for all other approved courses that are not highly recommended will be reimbursed once per fiscal year in June. All supporting documents must be uploaded and submitted for approval no later than June 1st in order to qualify for reimbursement.

# Make Note of Important Information (cont.)

## IMPORTANT NOTES

### Highly Recommended Courses:

- Reimbursement for courses highly recommended by the District will occur twice a year in December and June.
- Highly Recommended Courses will be reimbursed in full.

### Highly Recommended Courses include:

- SEI Endorsement Course
- IDEAS 1: Anti-Racist School Practices to Support the Success of All Students
- Studying Skillful Teaching: Promoting Motivation, Learning, and Achievement

### Non-Recommended Courses:

- Reimbursement for Non-Recommended courses will occur once a year in July.
- Total reimbursement for all Non-Recommended courses is capped at \$825 per school year.

**Deadline for submitting Final Approval requests for July tuition reimbursement**, including transcript and proof of payment uploads, will be announced by email in May.

### At time of course completion, you will be required to submit the following:

- Proof of payment – e.g., bank statement, cancelled check, credit card statement, school receipt marked PAID
- Official College/University Transcript or Grade Report – must show your name and number of earned credits from an accredited institution.

- The Designated “Highly Recommended Courses” are listed in the notes section of the form.
- Reimbursement requests for all “Highly Recommended” will be processed and paid first.
- If the remaining tuition reimbursement claims for all other courses exceeds the remaining allocated budget, each teacher will receive a prorated amount for their claim.
- As a reminder: *The content of all coursework shall be within the parameters of the requirements for state certification.*

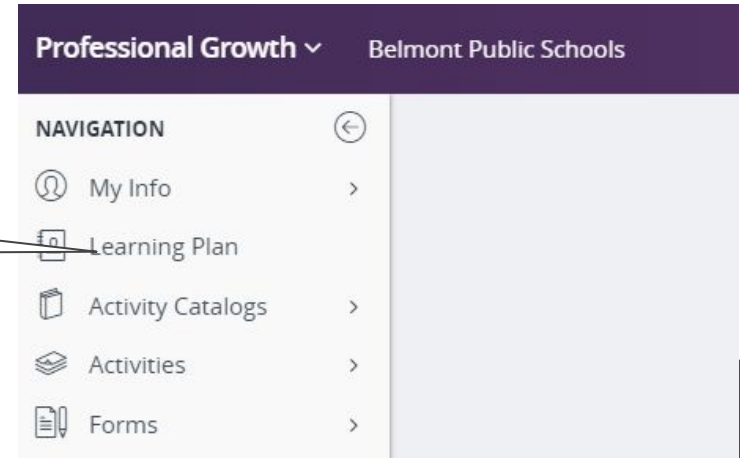
# Submit Form for Approval



A screenshot of a web form interface. At the top, there is a green bar with the word "Finish" in white text. Below this is a large, empty white rectangular area for text input. At the bottom right of this area is a blue button with the word "Submit" in white text. A callout line points from the "Submit" button to a text box on the right.

Once you have filled in all the necessary fields, click **Submit** and the form will be sent to the Assistant Superintendent for Prior Approval.

The form will also be stored in your **Learning Plan** section where you can check the status of approval.



A screenshot of a navigation menu for Belmont Public Schools. The header is dark purple with the text "Professional Growth" and a dropdown arrow, followed by "Belmont Public Schools". Below the header is a list of navigation items, each with an icon and a right-pointing arrow:

- NAVIGATION (with a left-pointing arrow icon)
- My Info (with a person icon)
- Learning Plan (with a document icon)
- Activity Catalogs (with a book icon)
- Activities (with a stack of papers icon)
- Forms (with a document icon)

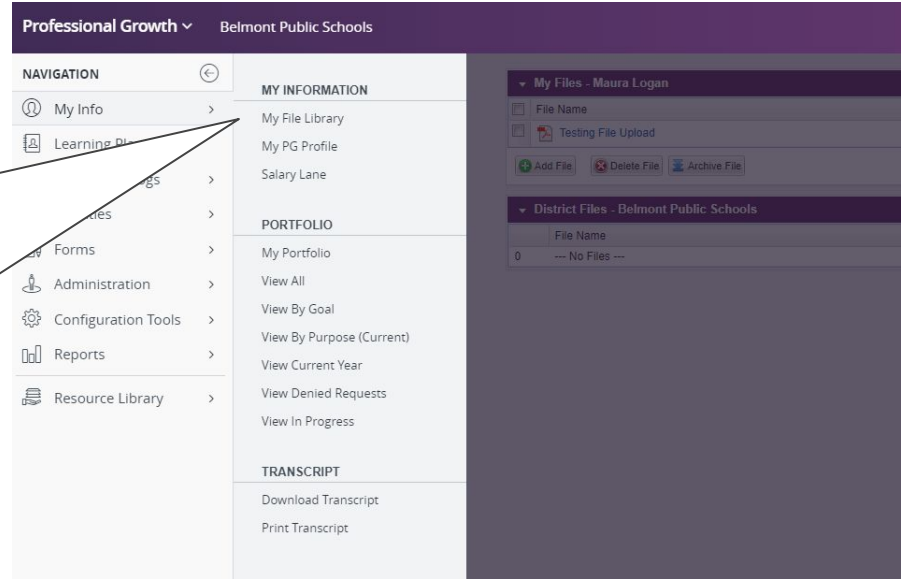
A callout line points from the "Learning Plan" item to the text box on the left.

# After You Complete The Course: Steps to initiate reimbursement

## Step 1: Upload Receipts and Transcripts

To upload a PDF scan of your course documents and proof of payment go to **My Info > My File Library** from the left navigation.

Use the "friendly name" box to name the documents in the following format: **LastName FirstInitial - Semester YYYY - Brief Course Name.**





# After You Complete The Course: Steps to initiate reimbursement

**Step 2: Activate the Graduate Credit/Tuition Reimbursement Form which was previously approved**

Go to **Learning Plan** on the left navigation and locate the Form with the course name which was previously submitted for Prior Approval.

Click the blue **Manage** button and choose **Mark Complete** to activate the original course request form and enable editing for final approval.

Professional Growth Belmont Public Schools

NAVIGATION

- My Info
- Learning Plan**
- Activity Catalogs
- Activities
- Forms
- Administration
- Configuration Tools
- Reports
- Resource Library

My Requests - Maura Logan

Actions	Activity Title
Save as Draft (0 Record(s))	
-- no records --	
Wait List (0 Record(s))	
-- no records --	
Pending Prior Approval (0 Record(s))	
-- no records --	
Approved and/or In-Progress (0 Record(s))	
-- no records --	
Instructor Has Confirmed Attendance (0 Record(s))	
-- no records --	
Awaiting Final Credit (0 Record(s))	
-- no records --	
Denied (0 Record(s))	
-- no records --	
Recently Completed (1 Record(s))	
<a href="#">Manage</a>	Test
<a href="#">View My Portfolio</a> for full list	

# After You Complete The Course: Steps to initiate reimbursement

**Step 3: In the Activated Form select the proof of payment receipts and transcripts to be included as part of the request for Final Approval for Reimbursement.**

In the **Supporting Documentation (My File Library Upload)** section of the activated form, all of your uploaded receipts and transcript files from your My File Library will appear.

Select the supporting documents to be included. *Please note that you can Archive uploaded receipts and transcripts for prior courses to manage your Supporting Documentation list.*

Press **SUBMIT** to send the form to Human Resources for Final Approval for Reimbursement.

*After you submit the course for Final Approval, you can go to My Learning Plan to see when your credits and tuition reimbursement have been approved.*



# Once again, please note:

All Professional Development activities should be approved by the Assistant Superintendent prior to taking the course.


The maximum amount of Tuition Reimbursement is \$825 per individual per fiscal year for approved courses that are NOT “Highly Recommended”.

Tuition for courses that are “Highly Recommended” by the District will be reimbursed twice a year in December and June.

Tuition requests for all other approved courses that are not highly recommended will be reimbursed once per fiscal year in June. All supporting documents must be uploaded and submitted for approval no later than June 1st in order to qualify for reimbursement.

Reimbursement requests for all “Highly Recommended” will be processed and paid first.

If the remaining tuition reimbursement claims for all other courses exceeds the remaining allocated budget, each teacher will receive a prorated amount for their claim.



# Questions? Contact us...

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