

BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: GCLA-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:mw 12/29/99

TRAINING FOR ANOTHER LICENSE

In order to receive tuition reimbursement, the contract stipulates that an administrator must request the teacher under this circumstance to take the course. Therefore, in order for the District to approve payment for training outside a teacher's current assignment, the teacher must receive written approval from the superintendent or his designee. The procedure for requesting approval is stated below:

1. The teacher needs to submit request in writing to the Human Resource Director using the tuition reimbursement application.
2. The principal needs to submit a written rationale for the recommending reimbursement for a course, which does not pertain to the teacher's assignment.
3. The teacher needs to submit explanation showing how the additional endorsement will benefit the district.
4. All three documents need to be attached together and submitted to the Superintendent with a copy of the materials sent to the Human Resource Director.