

SOUTHERN WELLS COMMUNITY SCHOOLS

TO: Certified Staff
RE: Professional Growth Stipend

In accordance with the current contract, teachers will be reimbursed during the first payroll period of the ensuing school year up to Ninety dollars (\$90.00) per semester hour (\$300 per credit hour for credits in graduate level areas of English/language arts, mathematics, science, world language, or other content area of high school courses taught leading to 18 hours of graduate credit in content area) if the following criteria are met:

1. Hours must be taken in courses which benefit the teacher and the school. An approval for the course must be obtained from a committee consisting of the superintendent, and an association Representative from both the elementary school and the high school prior to July 1 for reimbursement during the subsequent contract year.
2. Verification of completion of the course and copies of invoices must be provided in January or June to qualify for reimbursement.
3. Semester hours and quarter hours are not considered equal in value. The following conversion formula shall be used: Semester hours = $2/3 \times$ Quarter hours
4. To receive payment for credit hours taken, the course must have been completed between August 21 of the preceding year and August 20 of the current year with a grade of C or above.
5. Full reimbursement for classes will be made in the first pay period of the subsequent contract year.

This information shall be utilized in the budget building process. Please return this form before enrollment in a course for which a professional growth stipend is being requested, and by not later than July 1 for payment to be received in September claims.

COURSE TITLE:	
COURSE NUMBER:	SEMESTER HRS OF CREDIT:
COLLEGE/UNIVERSITY GRANTING CREDIT:	
DATE OF COURSE COMPLETION:	
TEACHER SIGNATURE:	DATE:
PRELIMINARY APPROVAL:	COURSE COMPLETION VERIFIED: