

REVISED May 7, 2004

MEMORANDUM

May 7, 2004

TO: Employees of Anniston City Schools

**FROM: Sammy Lee Felton, Ph.D.
Superintendent of Education**

SUBJECT: Tuition Reimbursement Program

The purpose of this communication is to recommend a procedure to allow teachers seeking to achieve highly qualified teacher status to participate in a tuition reimbursement program. Our rationale for proposing this effort is to assist all teachers in achieving highly qualified status as required by federal guidelines by 2006. Also, federal funds are allocated for this effort and this procedure will provide a process for teachers to access the funds.

Step 1-The teacher provides the Office of Federal Programs with a document provided by the Alabama State Department of Education outlining the the steps needed to achieve highly qualified teacher status.

Step 2-The teacher advises the Office of Federal Programs in a written communication of intent to enroll in course(s).

Step 3-The Office of Federal Programs reviews the course(s) desired to determine positive progression toward achievement of highly qualified teacher status. Also, Federal Programs will evaluate college/university and cost per hour of course. After reviewing the course, university/college, and cost, the federal programs department will advise the individual via written communication of the status of the request.

Step 4-Upon completion of the course, the teacher provides the Office of Federal Programs with an original copy of a grade report verifying earning the appropriate number of credit hours. Also, the teacher will provide the Office of Federal Programs with documentation verifying payment of the cost of tuition.

Step 5-After verifying the grade report and documentation verifying payment , the Office of Federal Programs will request reimbursement of tuition for the teacher through normal district reimbursement procedures.

I appreciate your efforts, and I am available to answer questions as needed.