

Course approval cards (white cards) and reimbursement forms can be found in the school office. The administrative assistant should be able to provide these forms to the teacher. All submissions should be sent to Melissa Delano at the Middle School, not **Woodcock**.

Course Approval (Teacher/Nurses/Counselors/OT/PT)

- A teacher must have completed one year of service in North Attleboro schools
- Teachers are eligible for \$900 per fiscal year (July 1 to June 30)
- Approval should be requested prior to starting the course/workshop/conference.
- The course/workshop/conference cannot be on a school day during school hours.

Reimbursement

- A person applying for reimbursement must provide the Professional Development Committee with:
 1. a copy of the registration
 2. a copy of the approval confirmation (We do keep copies so this one is not essential.)
 3. proof of payment (copy of cancelled check-both sides OR copy of credit card statement)
A statement stamped paid (receipt) is not acceptable to the town.
 4. Two copies of the grade/grade report
 5. A completed reimbursement form

Salary Change

- The deadline for salary change is September 30th and January 31st. This deadline is for the Professional Development Committee to check and approve and then forward to Assistant Superintendent (Dr. Lori McEwen). This means people cannot get it to the Committee the day of or even a few days before as it takes time to check it and get it to the assistant superintendent's office
- **No coursework/workshop/conference credits/PDPs earned on school days during school hours can be used for salary change.**
- When submitting a salary change request:
 1. The person must submit a letter stating his/her current level (Bachelors, B +30, etc.) and the level he/she is requesting to be moved to.
 2. On a separate piece of paper, all coursework/conferences/workshops with dates taken, where taken, and credits/PDP's earned should be listed. The only exception to this is when a person earns their master's degree. An official transcript that states the masters has been earned is acceptable.
 3. The list should be totaled.
 4. A copy of transcripts/grade reports/PDP certificates for each item listed.
- .10 PDP/s = 1 credit
- A person can only use what the grade report states. If it is listed as PDPs then it is PDPs. If is listed as credits then it is credits.
- If a person cannot get a transcript by the deadline, a letter from the dean of the institution stating that the person has completed the course(s) and has passed the course(s) can be submitted with the understanding that an official transcript will be forwarded to the Professional Development Committee once it is available.