

Memorandum

TO: **School Principals, Pre-K – 12 Teachers, Paraprofessionals**

FROM: **Lisa Cheek, Director of Federal Programs**

SUBJECT: **Revisions to the *No Child Left Behind Act of 2001* Title I/Title II Tuition Reimbursement Programs**

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The Title I and II federal funds have experienced cuts for this school year. The tuition and praxis reimbursements will target reimbursement for teachers seeking HQ/certification status through praxis exams and/or tuition through alternative certification programs.

Reimbursement will be based on the tuition only. Other fees will not be reimbursed.

Effective with the fall tuition requests, these funds can only be used for reimbursement to teachers who are:

- taking courses through an approved certification program in pursuit of a degree in education and seeking a Louisiana teaching certificate, *or*
- taking additional courses that are required to be deemed “highly qualified” based on the subject (s) and grade level they are teaching
- taking Praxis test
- enrolled in an approved educational leader program prior to fall 2013 semester

The % of tuition reimbursement available will be based on the average tuition of Louisiana public funded universities. (approx. \$600 per 3 hr. course at this time)

Please complete a “Tuition Reimbursement Request Form” at the conclusion of each semester or Praxis test. This form should be completed and turned in along with **all** required documentation to Lisa Cheek. Determination will be made at that time if the requirements for reimbursement have been met. If so, the reimbursement will be made to the employee usually within two (2) weeks.

If you have further questions concerning these revised guidelines please contact me by phone at 728-5964 or lcneck@richland.k12.la.us

Sincerely,

Lisa Cheek, Director
Federal Programs
Richland Parish Schools