

**IRVING INDEPENDENT SCHOOL DISTRICT
2010-2011 APPLICATION FOR REIMBURSEMENT
HOURS IN SPECIFIC TEACHING FIELD BEYOND MASTER'S DEGREE**

Employees who earn at least 3 semester hours for a course completed after September 1, 2002 **beyond** their Master's Degrees in **any specific teaching field in which high school dual-enrollment credit is given** may be reimbursed \$300.00 per course. The purpose of this reimbursement program is to increase the number of qualified teachers to teach dual enrollment courses at the high school level. Teachers of dual enrollment courses must have a Master's Degree plus at least 18 hours in the subject taught.

To qualify for the reimbursement, the employee must have a Master's Degree and valid Texas teaching credentials (certificate or permit) and submit the following to the office of the Assistant Superintendent for Personnel and Administration:

1. a completed application form
2. a copy of the grade report or transcript verifying that at least 3 semester hours beyond the Master's Degree in a specific teaching field have been earned in a semester
3. Receipts documenting paid tuition, fees, and/or books for courses claimed

Upon receipt of all appropriate documentation and its verification, the reimbursement will be authorized.

NAME _____ EMPLOYEE NO. _____

CURRENT _____
ASSIGNMENT/CAMPUS _____ POSITION _____ GRADE/SUBJECT _____

MASTER'S DEGREE EARNED FROM _____
UNIVERSITY/COLLEGE _____ YEAR _____

TEXAS TEACHING CERTIFICATE/PERMIT _____
SUBJECT AREA (S) _____

COURSE(ES) FOR WHICH REIMBURSEMENT IS (ARE) APPLIED:

1. _____
Semester Course Number Specific Teaching Field

2. _____
Semester Course Number Specific Teaching Field

3. _____
Semester Course Number Specific Teaching Field

Signature

Date