

[illegible]

6. I have verified that the proposed university course(s) qualify as academic credits as they are part of coursework requirements for a program of study leading to a degree from an accredited university. In addition, I have also verified that the proposed academic credits are in **education** and/or in **my subject area of teaching** or **position related**.

TEACHER SIGNATURE

DATE

SUPERINTENDENT APPROVAL

My endorsement of this approval form and the attached completed reclassification form confirm that: •

- I have reviewed the attached materials and fully support this request
- I confirmed that the proposed academic credits are in education and/or in their subject area of teaching and/or position related from an accredited university
- I determined the proposed academic credits are aligned with our school district's goals

SUPERINTENDENT SIGNATURE

DATE

SUPERINTENDENT DENIAL

The Superintendent of Schools denied approval for the following reasons:

SUPERINTENDENT SIGNATURE

DATE

Please note: The staff member may appeal such denial to a Hearing Committee consisting of two Association members and two Board members. The decision of the Hearing Committee shall be final, binding, and not subject to the grievance procedure.



Human Resource Management

Teaneck Board of Education 651

Teaneck Road

Teaneck, NJ 07666



PLEASE SUBMIT TO HUMAN RESOURCES: kkramer@teaneckschools.org

RECLASSIFICATION FORM

NAME (Last, First, MI)

EMAIL ADDRESS

DATE

SCHOOL

CURRENT POSITION

At the present time, I am on the

☐

(BA)

☐

(MA)

☐

(MA+32)

guide.

I expect to complete all the requirements for the

☐

(MA)

☐

(MA+32)

☐

(PHD)

level by _____.

Date

****All graduate credits MUST BE earned AFTER master's degree is awarded.**

Therefore, I apply for reclassification, effective September 1st. I shall request transcripts to be sent directly to:

Human Resource Management

651 Teaneck Road

Teaneck, NJ 07666

Signature

***Individuals moving to the MA+32 level must complete the MA+32 movement form.**

NOTE: All coursework for reclassification must be completed and official transcripts must be submitted by August 31st before reclassification can be processed. This form is to be completed and submitted prior to June 30th by each person expecting to complete the requirements for reclassification, effective September 1st.



Human Resource Management

Teaneck Board of Education
651 Teaneck Road
Teaneck, NJ 07666



PLEASE SUBMIT TO HUMAN RESOURCES: kkramer@teaneckschools.org

APPLICATION FOR TUITION REIMBURSEMENT

NAME (Last, First, MI)

EMAIL ADDRESS

DATE

SCHOOL

CURRENT POSITION

Approved Courses:

<u>College/University</u>	<u>Course</u>	<u># of Credits</u>	<u>Cost per Credit</u>	<u>Date of Completion</u>	<u>Grade Received</u>

Add more rows as needed

Attached Documents: Original Invoice(s)/Proof of Payment Copy of Approved Courses for Reclassification/Reimbursement
 Copy of Transcript(s) or Record of Grade(s)

Staff Member Signature

Date

Signature of Superintendent

Date

(This section is for Board Office use only)

Amount of Payment:

Date of Payment: