



REQUEST FOR PROFESSIONAL ADVANCEMENT, SALARY SCHEDULE CREDIT, and TUITION REIMBURSEMENT
Peru Elementary School District 124

Updated 6.1.2026

Teachers shall be allowed tuition reimbursement of 50 percent of the tuition cost up to a maximum of \$225 reimbursement per credit hour for pre-approved graduate level courses taken from an accredited institution for professional advancement in the field of education. Before receiving tuition reimbursement, a teacher must provide proof of acceptance into a recognized advanced degree or second Masters program in the field of education, or the courses must be part of the teacher's approved plan for certification renewal, or any courses that may be required for professional development due to unsatisfactory evaluation ratings or any courses otherwise approved in advance by the Superintendent.

A maximum of forty (40) graduate hours beyond the Bachelors and thirty-six (36) graduate hours beyond the Masters shall be allowed for each teacher for reimbursement over the course of the teacher's employment in the district. For tuition and fee reimbursement and salary schedule credit, all courses must be pre-approved in writing by the Superintendent or designee. To receive credit on the salary schedule, the teacher must report via official transcripts hours earned by September 1st each year.

Article XIV, of the 2024-2028 Professional Agreement between the Peru Elementary School District 124 Board of Education and the Peru Educators' Association.

Instructions: Prior to enrolling in any program or course, this form must be completed by the teacher and submitted to the superintendent for approval. If approved, a copy will be returned to the teacher.

Employee Name _____ Date Submitted _____
 Highest Degree Held _____ Additional hours completed _____
 Accredited University _____

(Evidence of University Accreditation may be required)

A. Degree Earning Programs *(Include a copy of notice of acceptance into the program from the accredited university)*

____ 2nd Bachelors Degree ____ Masters Degree ____ 2nd Masters Degree

B. Non-Degree Earning Courses *(Include a copy of the course description from the accredited university)*

____ Required Professional Development for Unsatisfactory Rating
 ____ Approved Plan for Certificate Renewal/Other Professional Growth. Up to 40 graduate hours beyond a Bachelor's or 36 graduate hours beyond a Master's (Complete the Questions under Certificate Renewal or Other Professional Growth below)

Course Name & Number _____ Total Semester Hours _____

(A form must be completed for each course taken)

Format of Course: _____ In Person ____ Online ____ Hybrid

Course Level ____ Graduate ____ Undergraduate

Semester ____ Fall ____ Spring ____ Summer 20____

Total Course Tuition and Fees \$ _____ Total Estimated Reimbursement \$ _____

***NOTE: A copy of the bill along with official transcripts will be required before reimbursement or advancement and must be received prior to September 1 of each year.**

Office Use Only

 ____ Approved ____ Not Approved

 Superintendent Signature

 Date

Certificate Renewal/Other Professional Growth

1. Indicate which Illinois State Board of Education (ISBE) state-approved Learning Forward Standards for Professional Learning, School Improvement Plan Goal and or District Strategic Plan Goal the course aligns to. Check all that apply.

- Subject-Area Growth:** Improve teacher knowledge and skills in the core content/subject areas.
- State Priority Areas:** Enhance skills in reading, math, technology, assessment, special education, or inclusive practices.
- School Improvement Plan/District Strategic Plan Goals:** Develop knowledge and skills directly tied to the School Improvement Plan/District Strategic Plan(s). Indicate the goal(s) below.

- Advancement:** Expand knowledge in an additional endorsement or certification field.
- Special Populations:** Adapt or modify curriculum to assist students with disabilities or English language learners.

2. How do you believe this course will support your growth and development as a teacher?

3. Growing and Developing Professionally While Participating in a Professional Community (Danielson 4d). Share how you will take the knowledge learned from this course and share it with others to improve as a team.
