



## Sunnyvale School District

819 West Iowa Avenue  
Sunnyvale, CA 94086

### REQUEST FOR TUITION REIMBURSEMENT

#### Classified Pathways to Teaching

The Pathways to Teaching Program is for classified employees pursuing careers as teachers and working to obtain teaching credentials issued by the California Commission on Teachers Credentialing. Classified employees may apply for the Pathways to Teaching Program after completion of their initial probationary period with the District.

Participants must agree to serve as a certificated employee in Sunnyvale School District after obtaining their credential while utilizing this program.

All applications will be submitted to the Pathways to Teaching Committee. The four person committee will be comprised of two CSEA appointed members and two members appointed by the District

To receive reimbursement for approved Program expenses:

- Participants must submit a reimbursement request form to Human Resources after completion of each term (e.g. quarter or semester).
- Verification of coursework completed from the accredited community college, university or the Santa Clara County Office of Education teacher credential preparation courses. Participants must obtain a C/Pass grade or better in order to be reimbursed for tuition in that class.
- Copies of receipts.

Reimbursement may be provided for the costs of course registration, tuition, books, and lab and examination fees at accredited higher education institutions. Incidental expenses such as parking, health services, and student penalty fees will not be reimbursed. For the portion of tuition reimbursed through this program, participants may not receive other reimbursement or financial assistance, including student loans.

Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Classification: \_\_\_\_\_

Site/Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Credential desired: \_\_\_\_\_



Accredited Institution attending or enrolled in: \_\_\_\_\_

Classes taken – Grades earned: [Attach an official transcripts and receipts to this form]

Course #:	Course Title:	Date Taken:	Quarter/ Semester Units	Grade:

By signing this application, the participant understanding that failure to submit to the District an application for employment as a teacher for the subsequent school year shall result in a payroll deduction of all tuition reimbursement under this program. Other schedules or plans for repayment of tuition reimbursement may be mutually agreed upon by the District and the unit member. If unforeseen circumstances cause a delay in the credential completion time, the participant may apply to the Tuition Reimbursement Committee for an extension of time. Units completed under this program may not be used for Professional Growth credit. By submitting an application, the applicant understands and agrees to these terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send completed form, along with transcripts and receipts to the Human Resources Department.