

EL / COMPENSATORY EDUCATION



TO: All DFT Members Pursuing a Bilingual/ESL Endorsement
C: Dr. Glenn Maleyko, Dr. Jill Chochol, Fatme Faraj, Shannon Peterson,
Maysam Alie-Bazzi, Robert Seeterlin, Thomas Wall, Christine Sipperley

FROM: Rose Aldubaily, EL Director

DATE: December 7, 2018

SUBJECT: **BILINGUAL/ESL ENDORSEMENT / PARTIAL TUITION REIMBURSEMENT**

State and local assessment results indicate that there is a significant achievement gap between our English learners (EL) and their counterparts in math & reading across grades. Our Title III district wide plan requires that we improve staff competence in teaching ELs and to close the achievement gaps. Federal funds have been set aside to address this need by providing partial tuition reimbursement to instructional staff pursuing their Bilingual/ESL endorsement while employed by the district.

Eligibility:

If you are pursuing a Bilingual/ ESL **endorsement**, you may be eligible for partial tuition reimbursement if you fulfill the requirements listed below. Please complete the attached form and send it to **Salwa Dakroub, EL Secretary**.

Required Documentation:

In order to receive reimbursement for a portion of tuition paid for the winter 2018 through fall 2018 academic period, you must complete the **Tuition Reimbursement Form** (attached) and turn in the following required documentation:

1. A statement from your university demonstrating that you have a **plan of work** toward a Bilingual/ ESL endorsement signed by your university adviser.
2. An **official statement** from your university indicating the amount paid for tuition per credit hour per semester (registration costs and any additional fees will not be factored in when determining reimbursement amount).
3. Your **official transcript** listing the required Bilingual/ ESL credit hours for which you wish to be reimbursed with a minimum grade of B minus or S for satisfactory. Your official transcripts must reflect final grades for ESL related classes completed winter semester 2018 through fall semester 2018.

The reimbursement amount will be determined based upon the number of requests received and the number of credits successfully completed. The amount of the reimbursement varies from year to year.

All required documents must be received in the EL/Comp. Ed. office (ASC/Room 14) by 4:00 p.m. Friday, January 18, 2019 in order to be eligible for reimbursement consideration.



TUITION REIMBURSEMENT FORM

**All DFT Members Pursuing a Bilingual/ESL Endorsement
FOR THE PERIOD STARTING JANUARY 2018 AND ENDING DECEMBER 2018**

Teacher's Name: _____ Today's Date: _____

School: _____ Hire Date: _____

Employee Number: _____ Home Phone: _____

Scholarships/Grants Received:

APPLE: _____ YES _____ NO

U of M Title II Teacher Quality Grant: _____ YES _____ NO

Other: _____ YES (list scholarship/grant _____) _____ NO

Course(s) completed:

*****An official statement from your university indicating amount paid per credit hour must accompany this form.*****

Semester	Course Number	Course Name	# of Credits	Name of University

Total number of credits successfully completed: _____ Total Cost of Credits: _____

Number of credits required in plan of work for endorsement: _____

Number of credits completed toward endorsement: _____

Employee Signature: _____

***All required paperwork must be attached to this form in order to be eligible for reimbursement.**

TO BE COMPLETED BY EL/COMPENSATORY EDUCATION OFFICE

_____ has been approved for _____.

(Teacher Name) (Reimbursement Amount)

EL Director Signature: _____ Approval Date: _____