

OXFORD PUBLIC SCHOOLS

**TUITION REIMBURSEMENT AND/OR LANE CHANGE REQUEST FORM**

*Please print clearly and submit this original signed form to the Superintendent's Office. Per OEA Contract, reimbursement of up to \$700 may be paid every school year for tuition of approved courses. Please attach: (1) college/university invoice; (2) receipt of payment or copy of your cancelled check (both sides); (3) a copy of your final course grade, transcript, or proof of completion; and (4) a copy of your Course Approval Form signed by the Superintendent. You may be reimbursed only for courses for which you have already paid. If completion of this course qualifies you for a Lane Change, please complete the Lane Change Request below.*

TODAY'S DATE: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

EMPLOYEE'S POSITION TITLE: \_\_\_\_\_ BUILDING: \_\_\_\_\_

EMPLOYEE MAILING ADDRESS: \_\_\_\_\_

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**TUITION REIMBURSEMENT REQUEST**

TITLE OF COURSE TAKEN: \_\_\_\_\_

DATE COURSE COMPLETED: \_\_\_\_\_

COLLEGE/UNIVERSITY WHERE COURSE TAKEN: \_\_\_\_\_

COST OF COURSE TUITION: \_\_\_\_\_

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**LANE CHANGE REQUEST**

*Per OEA Contract, advancement from one salary level to another may only take place at the time of the first payroll check in September or February, provided prior notification was made to the District. If you believe you are eligible for a Lane Change, please complete this section and return this form along with all required documentation to the Superintendent's Office no later than fourteen (14) days prior to the close of the first payroll in which you would move between lanes. Lane Changes will be processed for the first pay period in September or February, provided all back-up documentation is received by the deadline.*

Lane Change Effective: September  February  ♦ Current Lane: \_\_\_\_\_ Requested Lane: \_\_\_\_\_

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**FOR SUPERINTENDENT'S OFFICE USE ONLY**

Tuition Reimbursement Approved: \$ \_\_\_\_\_

Lane Change Approved Effective: September  February  ♦ NEW Lane: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_