

To report courses for reimbursement and/or tracking for salary movement:

If you are a regular district employee who has been employed for at least one school year - you are also eligible to submit for reimbursement of \$40 per credit hour (\$20 per credit hour for part time employees) for eligible courses at an approved school (see approved list attached below).

If you have not been employed for at least one school year – you can enter your courses for tracking only.

Reimbursement payments are processed 3 times per school year - the deadlines to have all paperwork submitted to HR are Oct. 15 / Feb 15 / June 1

For reimbursement and/or tracking -

- * Log on to <https://www1.lsr7.org/TuitionReimbursement> - to submit courses needing to be reimbursed
- * Upload Grade report (does NOT need to be official if requesting reimbursement only)
- * Upload documentation that courses are required in a degree program (not necessary for courses through LSR7)
- * Upload Proof of Payment (Receipt, activity of account from school website, cancelled check, etc.)

The courses will be entered into our system to "track" for salary schedule movement and reimbursement if eligible.

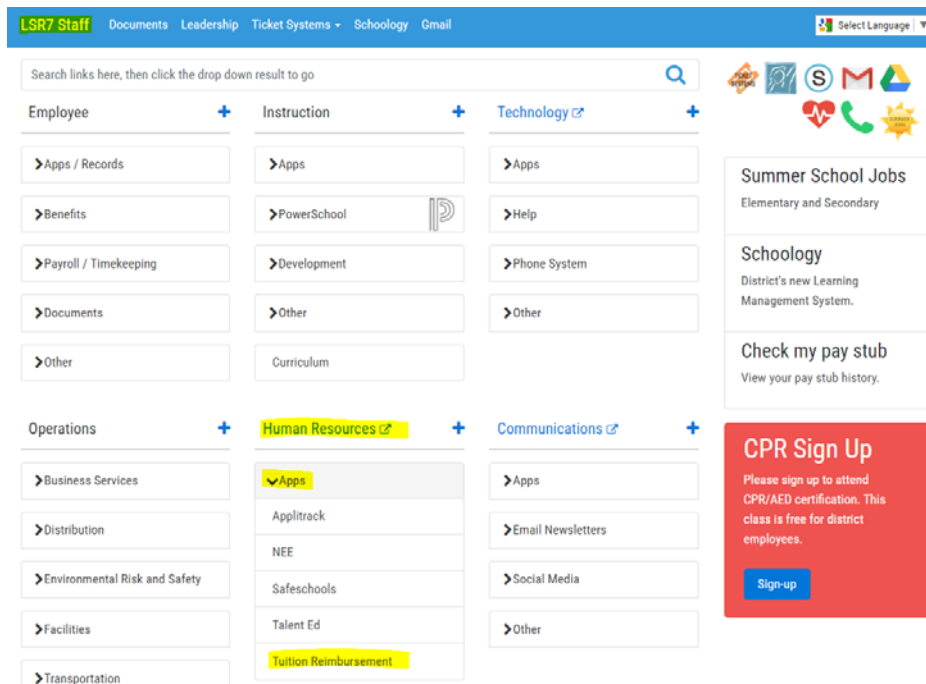
Change of Contract

Once you have entered courses and all required documentation into the app the Change in Contract workflow will AUTOMATICALLY begin once those courses and documents are processed.

Official Transcript required. – Needs to come to HR directly OR be uploaded in system.

Change of contracts are processed each fall - all completed documentation needs to be in HR by Sept 30th

If you have any questions regarding the form or process - please call Human Resources at 986-1007.



Staff Page – Human Resource – App – Tuition Reimbursement

Network Username and Password. When you log in the home screen will show you your current information and have some links on the left side.

Click ADD CLASS - enter the following information

Course Name / Course Number / Credit hours / Course Semester and Year / Level (Undergrad, Grad or Masters Plus) and

School Name from Drop Down Menu

Then Click Upload Documents to add the Transcript, Proof of Payment and documentation that courses are required in a degree program if applicable.