

2006-2007 APPLICATION FOR TUITION ASSISTANCE FOR
SPECIAL EDUCATORS, SPEECH-LANGUAGE PATHOLOGISTS,
AND PARAPROFESSIONALS

This application must be submitted to the Department of Education immediately after enrollment in a course and prior to completion of the course. **No applications for course tuition will be considered after the last day on which a course meets.** You must reapply for each semester. Written notification of the status of the application will be sent to the applicant and the local school division special education administrator following approval. Applicants should follow up with their local school division if they do not receive notification of tuition approval from the Department within 15 days of submission.

After successful completion of the coursework, your division superintendent, human resources director, or special education administrator should submit a cover memo on letterhead with the following documentation: a copy of the official grade report highlighting a grade of "B" or better on graduate level coursework and documentation of "out of pocket" payment (college or university receipt, cancelled check, credit card receipt, etc.) for each approved course to the Department of Education's Division of Teacher Education, Licensure, and Professional Practice. The name of the teacher must appear on each page of the documents.

Notification and reimbursement check will be mailed directly to the address below.

NAME _____ S.S.# _____
SCHOOL DIVISION _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
PHONE NUMBERS Work () _____ Home () _____
E-MAIL _____

WHAT TEACHING LICENSE DO YOU CURRENTLY HOLD?

- | | | |
|--------------------------------------|----------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> CONDITIONAL | <input type="checkbox"/> COLLEGIATE PROFESSIONAL | <input type="checkbox"/> NO LICENSE |
| <input type="checkbox"/> PROVISIONAL | <input type="checkbox"/> POSTGRADUATE PROFESSIONAL | <input type="checkbox"/> OTHER |

WHAT SPECIAL EDUCATION ENDORSEMENT AREAS ARE LISTED ON YOUR LICENSE?

ARE YOU A FULL-TIME SPECIAL EDUCATION TEACHER TEACHING SCHOOL AGE CHILDREN? YES NO
IF NO, PLEASE EXPLAIN: _____

ARE YOU A FULL-TIME PARAPROFESSIONAL EMPLOYED IN A SPECIAL EDUCATION PROGRAM FOR SCHOOL AGE CHILDREN? YES NO
IF NO, PLEASE EXPLAIN: _____

COURSE INFORMATION
(YOU MUST REAPPLY FOR EACH SEMESTER)

COURSE NUMBER	TITLE OF COURSE #1	COURSE TERM: (Please circle one) FALL 06 SPRING 07 SUMMER 07
		LAST DAY OF TERM:
NAME OF COLLEGE/UNIVERSITY		
COURSE NUMBER	TITLE OF COURSE #2	COURSE TERM: (Please circle one) FALL 06 SPRING 07 SUMMER 07
		LAST DAY OF TERM:
NAME OF COLLEGE/UNIVERSITY		
COURSE NUMBER	TITLE OF COURSE #3	COURSE TERM: (Please circle one) FALL 06 SPRING 07 SUMMER 07
		LAST DAY OF TERM:
NAME OF COLLEGE/UNIVERSITY		

SCHOOL DIVISION CERTIFICATION

Superintendent, Human Resources Director or Special Education Administrator for the school division must certify the employment of the applicant.

Signature

Position

Date

School Division

Return to:

Dr. Patricia D. Burgess
Virginia Department of Education
P. O. Box 2120
Richmond, VA 23218-2120
Fax: (804) 786-6759
Email: pat.burgess@doe.virginia.gov

DEPARTMENT OF EDUCATION USE ONLY

Department of Education Specialist Approval: _____
Date application received: _____ (postmark)
Date grade and payment documentation received: _____
Date request for payment forwarded to accounting _____