

## **Certified Staff Lateral Movement and Tuition Reimbursement**

Graduate hours taken will be eligible for lateral movement or tuition reimbursement on the teacher salary schedule only if the university offers a degree program that qualifies a staff member to be approved by DESE for a teaching certificate. Exceptions may be made by the Assistant Superintendent of Human Resources. Universities that do not offer classes necessary for teacher certification or require outside classes from other institutions will not be recognized for tuition reimbursement or lateral movement.

Courses taken or degree programs pursued must be pre-approved by the Human Resources and/or Teaching and Learning Department in order to qualify for tuition reimbursement or credit toward lateral movement. Degree programs or coursework that are not pre-approved will not be eligible for reimbursement or movement on the salary schedule. **You'll find the PreApproval form here:** [Course Approval for Salary Advancement](#)

### **Lateral Movement Deadlines**

**All coursework must have been pre-approved.** (See the information above) For courses completed between December 16 and July 31, teachers who are eligible for movement on the salary schedule as a result of additional credit hours must submit the "Request for Lateral Movement Form" to the Human Resources office by August 1. Official transcripts indicating the successful completion of all course requirements must be received in the Human Resources office not later than October 1. Lateral movement will be considered retroactive to the start of the first scheduled teacher work day.

For courses completed between August 1 and December 15, teachers who are eligible for movement on the salary schedule as a result of additional credit hours must submit the Request for Lateral Movement form to the Human Resources Office by December 15. Official transcripts indicating the successful completion of all course requirement must be received in the Human Resources Office not later than February 1. Lateral movement will be considered retroactive to the start of the first scheduled work day of second semester.

**You'll find the Salary Advancement Request form here:**  
[Request for Lateral Movement \(Salary Advancement\)](#)