



**DENVER PUBLIC SCHOOLS  
EARLY EDUCATION DEPARTMENT  
INTERDEPARTMENTAL COMMUNICATION**

**TO:** DPS Early Childhood Education Head Start Teachers, Paraprofessionals and Principals

**FROM:** José C. Paz, DPS Head Start Director

**THROUGH:** Priscilla M. Hopkins, DPS Early Ed. Executive Director

**DATE:** August 2022

**SUBJECT:** DPS Head Start Staff Tuition Assistance Funds

This memo is to advise Head Start staff about the availability and use of Head Start tuition funds for further education.

DPS Head Start teachers, paraprofessionals and select support staff are eligible to receive tuition assistance funds to pursue an associate, a baccalaureate, an advanced degree, or coursework equivalent to a major related to early childhood education. If awarded, the staff member is expected to:

- A. Teach or work with the DPS Head Start program for a minimum of 3 years length of service after receiving the degree;
- B. Successfully complete each course with a minimum passing grade of C.

DPS Head Start staff members who are awarded tuition assistance and do not comply with these stipulations may be required to repay the total or a prorated amount of the financial assistance award pending length of service completed. Unsuccessful completion of a course (which may include a grade of fail, withdrawal, unsatisfactory, unearned credit, or incomplete) may constitute repayment of the financial assistance for that course.

<b>Tuition Assistance Funds may be applied toward:</b>	
<ul style="list-style-type: none"> <li>• course tuition, fees, textbooks and academic institution background checks;</li> <li>• a maximum of 2 classes per school year, per DPS Head Start staff member.</li> </ul>	
<b>Tuition Assistance Funds may be applied twice per school year and are based on the total cost for a 3-credit course from the following public academic institutions:</b>	
<b>Undergraduate Course</b>	<b>Graduate Course</b>
Metropolitan State College of Denver (3-credit course with fees for a Colorado resident)	University of Colorado, Denver Center (3-credit course for a Colorado resident)
<b>\$1,508.00</b> (twice per school year)	<b>\$2,044.00</b> (twice per school year)

Tuition Assistance Funds may be requested for college credit courses towards an Early Childhood undergraduate, master’s degree, or Early Childhood certification. Non-college courses may also be approved if they relate directly to the DPS Head Start staff member’s role and responsibilities.


**Allocation of Financial Assistance Funds will be evaluated on a case-by-case basis, in order of receipt, and pending availability of funds.**



## **DPS Head Start Staff Tuition Assistance Funds can be processed in one of two ways...**

 DPS Head Start Office pays for the coursework directly:

- Type-in the coursework and details on the ORDER & TUITION FORM (under Resources for Teachers and Paras) or the CENTRAL ADMIN ORDER & TUITION REQUEST FORM (under Resources for HS Admin and Family Services Teams). They are located on the Head Start Commons page:
  - <http://thecommons.dpsk12.org/Page/1712>.
  - Handwritten forms will be declined.
- Save a copy of the form for your files then email it, along with a scanned copy of an invoice to be paid, to the Head Start Education and Disabilities, Elyse Yurth-Adlen ([elyse\\_yurth-adlen@dpsk12.net](mailto:elyse_yurth-adlen@dpsk12.net)) for approval.
- Allow at least 10-workday notice for approval and processing by the DPS Head Start Director and ECE Sr. Budget Analysis.

 DPS Head Start Staff Member pays for the coursework and requests reimbursement:

- If you pay the coursework for reimbursement, you must complete, electronically, a current district EMPLOYEE REIMBURSEMENT PROCESS IN EMPLOYEE SPACE:
  - <http://thecommons.dpsk12.org/Page/1810>
  - Remember that tax is not reimbursable.
- Print, sign, scan, and save a copy for your files then email the signed EMPLOYEE REIMBURSEMENT FORM, along with a scanned copy of a paid receipt & coursework from the academic institution, to Head Start Education and Disabilities, Elyse Yurth-Adlen ([elyse\\_yurth-adlen@dpsk12.net](mailto:elyse_yurth-adlen@dpsk12.net)) for approval.
  - Allow at least 10-workday notice for approval and final processing by the DPS Head Start Director and ECE Sr. Budget Analyst.
  - You will receive reimbursement per the Accounts Payable process and schedule.