

**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 2020

<b>SUBJECT:</b> DPS Head Start Staff Tuition Assistance Funds
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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.

<p><b>Tuition Assistance Funds may be applied toward:</b></p> <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> <p><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></p>	
<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>\$1,467.00</b> (twice per school year)	<b>\$1,971.00</b> (twice per school year)

As in previous years, 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...**

1. DPS Head Start Office pays for the coursework directly:
  - Type the coursework and details on the PURCHASING OR TUITION ASSISTANCE REQUEST FORM (*located on the Head Start Commons page under Resources for Central Office & Family Services Teams: <http://thecommons.dpsk12.org/Page/1712>* ).
    - Handwritten forms will not be accepted.
  - 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 Family Services Manager, Adella Arredondo ([adella\\_arredondo@dpsk12.org](mailto:adella_arredondo@dpsk12.org)) for her approval.
    - Allow at least 10-workday notice for approval and processing.
  - If approved, it will then be emailed to the Head Start Coordinator, Becka Eschel ([becka\\_eschel@dpsk12.org](mailto:becka_eschel@dpsk12.org)) for processing with the DPS Head Start Director and ECE Sr. Budget Analyst.
  
2. 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 FORM: <http://thecommons.dpsk12.org/Page/89>.
    - 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 Family Services manager, Adella Arredondo ([adella\\_arredondo@dpsk12.org](mailto:adella_arredondo@dpsk12.org)) for her approval.
    - Allow at least 10-workday notice for approval and processing.
  - If approved, it will then be emailed to the Head Start Coordinator, Becka Eschel ([becka\\_eschel@dpsk12.org](mailto:becka_eschel@dpsk12.org)) for final processing with the DPS Head Start Director and ECE Sr. Budget Analyst. You will receive reimbursement per the Accounts Payable process and schedule.