



**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: Revised August 2023

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 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.
- 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.

<ul style="list-style-type: none"> • Tuition Assistance Funds may be applied toward: course tuition, fees, textbooks and academic institution background checks. • Tuition Assistance Funds are based on the total cost for a 3-credit course, twice per school year, from the following public academic institutions: 	
Undergraduate Course	Graduate Course
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)
\$3,016.00 (per school year)	\$4,088.00 (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 must be processed as follows...



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, according to these guidelines:
 - Teachers and Paras, send it to the Head Start Education Manager, Elyse Yurth-Adlen (elyse_yurth-adlen@dpsk12.net) for approval.
 - Family Service Team, send it to the Family Service Manager, currently Interim Manager, José Paz (jose_paz@dpsk12.net) for approval.
 - Head Start Management, send it to Office Support II, Rosy Hernandez (rosa_hernandez@dpsk12.net)
- Allow at least a 10-workday notice for approval and processing by the DPS Head Start Director, Office Support II, and ECE Sr. Budget Analyst.