

Hartford School District Eligibility for Vouchers

Advanced Payment Applications (vouchers) can only be used in the following circumstances:

- When planning to take a course for credit from an institution of higher education
- When taking a workshop sponsored by the Hartford School District and voucher usage has been approved by the Assistant Superintendent.
- Any workshop sponsored by the VT AOE.

Reminders:

- LSB money can only cover the cost of registration/tuition. It cannot be used to cover books, fees, mileage, lodging, meals, technology (iPads, digital watches, etc.) or travel costs.
- Vouchers must be submitted at least **2 weeks prior** to the commencement of the workshop/course.
- Lodging and meals can only be covered through application for a Sabbatical or through a grant ([Sabbatical Guidelines/Sabbatical Application](#)). Teachers must have five years of experience in the district to be eligible for a short term Sabbatical.
- Make sure there are two (2) signatures on the voucher form. If taking a workshop, cross out transcript and write certificate of participation in the section above the 2nd signature.

Course reimbursement for 2019/2020 will be \$4,098. Any workshops or courses taken/starting after June 14th will be drawn from 2020/2021 funds.

If you have any questions, please see your LSB representative.