

# Wallace School District

## Professional Development Reimbursement Request Form

**Name**

**Date**

**Address**

**City, State, Zip**

**E-mail Address**

**Endorsement(s)**

**Course Title/ Description**

**Credits**

**Total Cost**

**TOTAL:**

### **Professional Development Scholarship Program:**

Certified employees currently under contract may apply to the District for reimbursement. The district will pay 50% of the tuition for courses taken for re-certification, courses taken to fulfill a degree program and/or area of endorsement. A maximum of \$500 per certified employee per year will be distributed. Reimbursement is provided for the cost of credits and books only. Claims for reimbursement should be submitted as soon as the final grades are posted. Funds will be distributed on a first come first service basis. To receive the reimbursement payment, the employee must provide a copy of this form as well as copies of the class description, proof of successful completion and the receipt showing amount paid. June classes will be eligible for reimbursement during the next school year. When the budget for funds is exhausted, no additional funds will be paid for the remainder of the fiscal year.

## Professional Development Scholarship Program:

I understand my application will be denied if I submit reimbursement for credits offered from NNU and Workshops.

I understand claims for PD reimbursement must be submitted following the end of the course with this form, an official or unofficial grade report or an official or unofficial transcript along with proof of payment.

I understand courses completed in May must have reimbursements submitted by June 15th. June classes will be eligible for reimbursements during the next school year.

I understand if I am approved to receive the reimbursement payment I must complete my course with a passing grade and provide the district this form along with all supporting documents by June 15th. If I do not turn in the required documents by this date I will no longer be eligible for reimbursement.

I understand if I am approved to receive the reimbursement payment after school is out for the summer and do not return to the district, I will no longer be eligible for reimbursement.

**PRINT THIS FORM BEFORE SUBMITTING APPROVAL REQUEST**

Return form with the following required items to Beatrice Conley, Business Manager:

- **Proof of payment — Receipt showing amount paid.**
- **Proof of completion and passing grade — official or unofficial grade report or transcripts.**