TUITION REIMBURSEMENT for TEACHERS
2023-2024

_____ _____ _____

Name Employee ID Date

_____ _____

Home Address City Zip School

****

PLEASE CHECK ONE BOX ONLY

1. ___ I am currently working towards a degree or endorsement. I am requesting the district reimbursement rate of $100 per credit, for a maximum request of $1000 (10 quarter credits).

   Total Credits: _____

   PLEASE CHECK ONE: Quarter: _____ ***OR*** Semester: _____

2. ___ I am currently working on retraining and/or recertifying due to declining enrollment in my department. I am requesting the district reimbursement rate of $100 per credit, for a maximum request of $1000 (10 quarter credits).

   Total Credits: _____

   PLEASE CHECK ONE: Quarter: _____ ***OR*** Semester: _____

3. ____I am teaching in an assignment outside of my major field of endorsement and am requesting the district reimbursement rate of $100 per credit, for a maximum request of $1000 (10 quarter credits).

   Total Credits: _____

   PLEASE CHECK ONE: Quarter: _____ ***OR*** Semester: _____

4. ____I am working to maintain my certification by taking college credit (this can be in combination with an accredited Master's Degree program). My certificate indicates I need to earn clock hours every 5 years. I am requesting the district reimbursement rate of $100 per credit, for a maximum request of $1000 (10 quarter credits).

   Total Credits: _____

   PLEASE CHECK ONE: Quarter: _____ ***OR*** Semester: _____

5. ___ I am currently pursuing my National Board Certification. I am requesting the district reimbursement rate of $100 per credit, up to a maximum request of $1000 (10 quarter credits).

   Total Credits: _____

   PLEASE CHECK ONE: Quarter: _____ ***OR*** Semester: _____

6. ____I am requesting reimbursement for the cost of **one** West E test annually. Total Cost: _____

Please Print and Attach:

A. Paid receipt(s) during the current school year **after** June 1.
B. Copy of course titles and number of credits per course (no clock hours)
C. **If you checked #4**, log onto your profile on OSPI to view your certification information, which will include the expiration. Please print and attach.

You will be reimbursed in one installment that is due ON or BEFORE *June 1, 2024.*

Send to Jolene Carlson in the Curriculum Dept. Tuition reimbursement is on a first-come, first-served basis.