

MONROE COUNTY SCHOOLS Title I / Title II Highly Qualified Teacher
Reimbursement Program
REIMBURSEMENT REQUEST
APPLICATION FORM 2015-2016

DIRECTIONS:

1. Fill out a separate REIMBURSEMENT REQUEST for each class you are requesting reimbursement.
2. Deadline for submission is June 30, 2016
3. Teachers submit REIMBURSEMENT REQUESTS to Jon Corbett.
4. Submit the following documentation:
 - REIMBURSEMENT REQUEST
 - Letter of Denial from WVDE
 - Copy of grades
 - Copy of course syllabus.
 - Receipt for textbooks if requesting textbook reimbursement.
 - Receipt for Praxis test if requesting Praxis reimbursement

Employee's Printed Name

Institution Attended _____

Name of Course Completed Number of Hours _____

Total Tuition Reimbursement Request _____

Total Textbook Reimb. Request _____

Total Praxis Reimbursement Request _____

Total Request _____

Employee Signature

Superintendent