

PICKERINGTON LOCAL SCHOOL DISTRICT

## Application for Reimbursement of Professional Growth

**Application must be submitted with grade slips and university fee receipts to be eligible for reimbursement.**

The following form must be completed and submitted for consideration of professional growth reimbursement(s).

Employee ID

Name (please print) \_\_\_\_\_ Date of Submission \_\_\_\_\_

Assignment \_\_\_\_\_

Building \_\_\_\_\_

Degree Held \_\_\_\_\_ Certificate/License Held \_\_\_\_\_

Name(s) of course(s) requesting reimbursement:

Course #	Course Name	University	Course Start Date*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*Submission deadline:**

- Spring Semester/Quarter – received by Treasurer no later than June 30<sup>th</sup>
- Summer Term – received by Treasurer no later than September 30<sup>th</sup>
- Fall Semester/Quarter – received by Treasurer no later than January 31<sup>st</sup>
- Winter Quarter – received by Treasurer no later than April 30<sup>th</sup>

**Courses considered for reimbursement:**

- i. Courses required for renewal of current license/certificate taken in current content area;
- ii. Courses necessary to upgrade an existing license/endorsements;
- iii. Courses necessary to earn additional license/endorsements;
- iv. Courses required by the Human Resources Director to meet Highly Qualified Teacher status.

**Coursework taken that does not meet one of the criteria above will not be eligible for reimbursement.**

***Failure to report accurate information will result in disqualification for reimbursement.***

\_\_\_\_\_  
Signature of employee making request

**Return completed form to Treasurer's Office**

Coursework approval date \_\_\_\_\_