

Appendix D1 – Reimbursement Form for Graduate Credits

**Reimbursement Form for Graduate Credits
2020-21 Negotiated Joint Ratification
(Must be negotiated annually)
100-621000-410-900-191**

Certified teachers will be reimbursed \$60 per credit up to \$180 for credits earned after the start of the 2020-21 contract year and completed prior to the start of the 2021-22 contract year. Reimbursement must be requested by the certificated teacher. Please submit the information below in its entirety. The reimbursement will be processed through regular accounts payable and disbursed after Board approval.

Name: _____

Address: _____

University: _____

Date of Class: _____

Number of Credits Earned: _____ **Course #:** _____

University: _____

Date of Class: _____

Number of Credits Earned: _____ **Course #:** _____

University: _____

Date of Class: _____

Number of Credits Earned: _____ **Course #:** _____

Total Reimbursement Requested: _____

A receipt of payment must be attached and an official transcript must be attached or on file at the district office before reimbursement will be issued

Employee Signature

Superintendent/Business Manager Signature

Date:

Date: