



Mannheim District 83

Tuition Reimbursement Request

- Directions:
1. Print this form, fill out completely (an individual form for each class)
 2. Attach an official transcript
 3. Include proof of tuition payment (cancelled check, paid invoice, etc.)
 4. Send to Mrs. Petrasek's office after the course is completed

Teacher: _____

School: Enger MMS Roy Scott Westdale

Course title: _____

University: _____

Graduate hours: _____ Semester hours or _____ Quarter hours

Date course began: _____

Date course ended: _____

Course cost: \$ _____

Teacher Signature: _____

Please note: An official transcript must accompany this request. This transcript will be forwarded to your personnel folder, so there is no need to sent a duplicate one for lane change purposes.

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Office Use Only

Date received: _____

Official transcript attached Yes No

Receiving signature: _____

Please note: Once this form is received and processed, copies will be sent to human resource, business office, and a copy returned to the teacher.