

TYLER INDEPENDENT SCHOOL DISTRICT
University/College
Reimbursement Request

Please type or print clearly

Applicant's Name (Printed)

Social Security No.

Current Teaching Assignment

Campus

I would like to request a \$90.00 reimbursement for taking a College/University Class for Professional Development. I understand that I am eligible to request a one time \$90.00 reimbursement during each 5 year Professional Development period.

My 5 year time period is: (check one of the following)
_____ New Employee for this current school year (5 years from your hire date)
_____ Existing employee (5 years from July, 2003)

I am enclosing the following required documents:

- _____ Reimbursement Request
- _____ Official Transcript (a copy or grade report will not be accepted)
- _____ Paid receipt from the university verifying the class and the amount paid

Employee Signature

Date

COURSE INFORMATION

Course Title _____

Course Number _____ **Credit Hours** _____

College/University _____ **City** _____

TO BE COMPLETED BY PRINCIPAL/SUPERVISOR

_____ This University class is approved to be used for Professional Development Credit

_____ This University class is not approved to be used for Professional Development Credit

Signature

Date