

# TUITION REIMBURSEMENT

Check the current reimbursement period:

- Fall** - the deadline to submit this request is October 15 for classes completed by Sept. 1  
 **Spring** - the deadline to submit this request is April 15 for classes completed by Feb. 15

**MUST PRINT OR TYPE**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ Building \_\_\_\_\_

**OFFICE USE ONLY:** Employee # \_\_\_\_\_ Request \$ \_\_\_\_\_ Deny \$ \_\_\_\_\_ Hire Date \_\_\_\_\_

Amount To Be Reimbursed	Actual Date(s) Class Attended		Name of Class/Workshop/Seminar As It Appears On Your Transcript/Certificate	Building/Professional Goal Addressed	How Will This Class Improve Your Professional Instruction?
	Start M/D/Y	End M/D/Y			

I have read the attached rules and have completed this form as requested. I understand that I may not receive the full reimbursement. I have not been reimbursed from any other source for the amounts listed.

\_\_\_\_\_  
 Signature Date Principal's Signature (Indicating Approval)

The website for this form and rules is: [http://www.littletonpublicschools.net/goto/tuition\\_reimb](http://www.littletonpublicschools.net/goto/tuition_reimb)  
 Please forward this completed form and verification to: Barb Kramer, Registrar • Human Resources Department, ESC.  
 Deadlines: Fall - October 15, Spring - April 15. Email or call Barb at 3407 with questions.