

Professional Development Reimbursement Request Form

This form is for teachers and teaching assistants who are seeking:

- Partial reimbursement for obtaining or maintaining National Boards. Please attach the following:
 - Proof of registration
 - Receipt of payment for each of the four component parts
 - Proof of Component Testing
 - Date that scores will be posted (passing score not required)

- Partial reimbursement for advancing your current degree in an elementary education related field. Please attach the following:
 - Proof of registration
 - Proof of attendance
 - Expected date the degree will be awarded
 - Receipt of payment for classes

- Partial or complete reimbursement for attendance at an elementary education related professional development event (conference, continuing education class, certification testing, etc.). Please attach the following:
 - Receipt of payment
 - Course syllabus
 - Certificate of attendance/completion

- Reimbursement for substitute teacher pay while in attendance at an elementary education related professional development event (conference, continuing education, certification testing, etc.). Please attach the following:
 - Name of event
 - Date of event
 - Date that you utilized a substitute teacher (must match date of event)
 - Proof of attendance

First Name: _____ Last Name: _____
Email: _____ Grade/Department _____

Email your request to MillsRiverSchoolPTO@gmail.com or leave this form in the PTO mailbox.

For PTO Purchase Request Committee:

Approval By: _____ Date: _____