

Professional Development Reimbursement Pre-Approval Request Form

This form is for teachers and teaching assistants who are seeking pre-approval for reimbursement of:

- Partial reimbursement for obtaining or maintaining National Boards. Please attach any type of proof of this pursuit that you currently have.
- Partial reimbursement for advancing your current degree in an elementary education related field. Please attach any type of proof of this pursuit that you currently have.
- Partial or complete reimbursement for attendance at an elementary education related professional development event (conference, continuing education class, certification testing, etc.). Please attach any type of proof of this pursuit that you currently have.
- 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 name and date of the event.

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: _____