



Mannheim District 83

# Tuition Reimbursement Request

- Directions:**
1. Print this form and 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 Mr. Lindsay's office after the course is completed

**Teacher:** \_\_\_\_\_

**School:**  Enger  MMS  Roy  Scott  Westdale  LASEC

**Course title:** \_\_\_\_\_

**Course number:** \_\_\_\_\_

**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 send a duplicate one for lane change purposes.*

.....  
**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.*