

**Independence, Missouri School District
Professional Development Tuition Reimbursement Request**

Employee Name _____
Employee Address _____

Building _____
Name of Graduate Level Class _____
College or University _____
Number of Hours _____
Grade Earned _____
Amount Paid _____

The Independence School District will reimburse staff enrolled in graduate classes in the following areas:
(Please check applicable category)

Literacy Technology Curriculum
 At-Risk Mathematics Instructional Strategies/Improvements

*****The maximum reimbursement rate will be \$61.00 per credit hour for up to 2 hours of credit per fiscal year per person.***

A grade of "A" or "B" must be earned for the completed course.

Instructions:

To receive reimbursement, return the following items to Pam Boatright, Assistant Superintendent.

1. This form, with the above information completed
2. A copy of your grade card
3. A copy of your paid receipt for the class

Date Received at CO

*****Note:*** There is a limited amount of district funds available for this program each year. If your request would exceed that amount, it will not be approved. The class must be taken and reimbursed within the same fiscal year. Forms are due no later than June 1.

Please make a copy of this completed form for your records.