

APPENDIX C

PROCEDURE FOR REIMBURSEMENT OF SUBJECT AREA CERTIFICATION TEST

- 18.9 If a teacher, at the Principal's written request, takes a subject area certification test in an area deemed critical to the school's success by the Principal, the District will reimburse the teacher for the cost of the test, one time only. The Certification Reimbursement Procedure must be completed before reimbursement payment is made.

First, the principal contacts the Superintendent's Designee by memorandum to obtain permission to ask a teacher to take the subject area certification test needed for the school.

To obtain reimbursement, the following documentation must be attached submitted ~~to a TDY Form and sent~~ to the Deputy Superintendent for signature:

- A printed copy of the employee's online leave request for the day of the test, approved by the principal, if applicable. List SUBJECT AREA CERTIFICATION REIMBURSEMENT and the budget strip: (110.5100.730.9100.2055) in the Notes to Administrator section.

If a leave request is not applicable, the following information should be included in a memo from the principal to the Superintendent's Designee: SUBJECT AREA CERTIFICATION REIMBURSEMENT and the budget strip: (110.5100.730.9100.2055)

- A copy of the email asking the teacher to take the test (be sure to list the subject area)
- A copy of the email from the Superintendent's designee approving the request.
- A receipt from the teacher showing the cost of the test
- A copy of the test results
- A memo from the principal to the Superintendent's Designee requesting reimbursement
- ~~A TDY signed by the principal. The TDY should list Other requests SUBJECT AREA CERTIFICATION REIMBURSEMENT and the budget strip: (110.5100.730.9100.2055)~~

Deleted language is identified with a ~~strikethrough~~.

New language is identified in **boldface and is underlined**.