

LANSING SCHOOL DISTRICT

Work Keys Tuition Reimbursement Request

The Master Contract between the Lansing School District and the Lansing Educational Assistants bargaining unit provides for reimbursement of the cost for Educational Testing Services or Work Keys in order to ensure compliance with No Child Left Behind (NCLB). NOT ALL INSTRUCTIONAL ASSISTANTS ARE REQUIRED TO BE HIGHLY QUALIFIED UNDER THE TERMS OF NCLB AND ONLY THOSE SO REQUIRED ARE ENTITLED TO REIMBURSEMENT.

If you believe you are required to be highly qualified under NCLB you may seek reimbursement of the cost if the test is successfully completed. Please complete this form and return to Human Resources for review of eligibility and reimbursement if appropriate.

NAME: _____

TELEPHONE: _____

CURRENT POSITION: _____

CLASSROOM TEACHER: _____

JOB CLASSIFICATION: _____

Examination Administrator (Ingham ISD, LCC, etc): _____

Date of Examination: _____

Cost of Examination: _____

(Provide Receipt Showing Payment)

Submit with this application for reimbursement official proof of successful completion of examination.

Applicant's Signature

Employee ID #

Date

Approved: _____

Denied: _____

Amount to be reimbursed: _____

Human Resource Specialist

Date