



Lansing School District Special Education Tuition Reimbursement

Qualification for Reimbursement:

1. Must possess a Michigan certification as a education elementary or secondary teacher.
2. Must voluntarily accept assignment to a special education classroom/program and agree to the special education assignment for the period of time it takes to secure special education certificate endorsement and must continue in the special education assignment for at least two (2) additional years once you acquire the endorsement.
3. Must have a copy of a "planned program of study" (on university stationary, signed by an advisor) on file in the Human Resources office.
4. Must receive a 3.0 grade or higher.
5. Must submit original transcripts that post the successfully completed credit from an accredited college/university
6. Must submit itemized proof of tuition payment (course number, description and cost)

LSD agrees to reimburse a maximum of six (6) credit hours per school year at the graduate rate completed toward the acquisition of the special education endorsement on the teaching certificate (cost per credit shall not exceed the current U of M/MSU graduate credit rate which ever is greater, per LOA dated January 10, 2005)

Employee Name: _____ Date _____

Address: _____ City _____ State _____ ZIP _____

Position: _____ Location: _____

College/University: _____

Course(s)	Credit Hours	Date Completed	GPA	(HR Only) Approved for Reimbursement
				\$
				\$
				\$
				\$

Employee Signature: _____

Human Resource Use Only
<input type="checkbox"/> Original Transcript(s) received <input type="checkbox"/> Itemized Proof of Payment(s) received

Credit Hours Approved for Reimbursement: _____ **Total Amt Approved:** _____

Human Resource Approval: _____

Charge to Account No: _____