

# INSTRUCTIONS FOR COMPLETING TUITION REIMBURSEMENT REQUEST FORMS

## INSTRUCTIONS FOR TEACHERS, TEACHER ASSISTANTS AND SUPPORT STAFF

- 1. Complete the form**
  - Fill in all fields on the form.
- 2. Date and Sign**
  - Click on the Date Line and enter the current date.
  - Click on the Signature Line and sign the form electronically.
- 3. Save the form**
  - You will be asked to rename the form before you save it.
  - Use your name first, followed by the name of the form. (ex: Charles Banks Application for Pre-Approval...).
  - Save the form.
- 4. Send the form**
  - Teachers: Email the form to your **Principal's Secretary AND your Department Chair.**
  - Teacher Assistants or Support Staff: Email the form to your **Principal's Secretary AND your Immediate Supervisor.**

## INSTRUCTIONS FOR DEPARTMENT CHAIRS AND IMMEDIATE SUPERVISORS

- 1. Review the form**
  - Review the form for accuracy.
- 2. Check, Date, and Sign**
  - Check "Recommend" or "Not Recommend" when applicable.
  - Click on the Date Line and enter the current date.
  - Click on the Signature Line and sign the form electronically.
- 3. Save the form**
  - You will be asked to rename the form before you save it. Please do not change the name of the form. Just add the number **1** after the employee's name (ex: Charles Banks**1** Application for Pre-Approval).
  - Save the form.
- 4. Send the form**
  - Department Chairs: Email the form to your Principal.
  - Immediate Supervisors: Email the form to your SSP Administrator.

## Instructions for Principals and SSP Administrators:

- 1. Review the form**
  - Review the form for accuracy.
- 2. Check, Date, and Sign**
  - Check "Recommend" or "Not Recommend" when applicable.
  - Click on the Date Line and enter the current date.
  - Click on the Signature Line and sign the form electronically.
- 3. Save the form**
  - You will be asked to rename the form before you save it. Please do not change the name of the form. Just add the number **2** after the employee's name (ex: Charles Banks**12** Application for Pre-Approval).
  - Save the form.
- 4. Send the form**
  - Email the form to Cathy Boyer in Human Resources @ [cboyer@d211.org](mailto:cboyer@d211.org).
  - Cathy Boyer will review the form and send it on for final approval.