

Teacher Training and Recruitment - ESL Testing Reimbursement

Bilingual Allotment Funds are available to reimburse testing cost for teachers who take the English as a Second Language Supplemental test (Test Code 154) and **add it to their certificate**. Once the form has been submitted to HR, the form will be sent to the Department of Multilingual Education to process the reimbursement.

Guidelines:

- 1) The test must be passed, added to TEA certificate and reimbursed during the same school year and,
- 2) The testing must be:
 - a) A requirement of the job and/or
 - b) Requested by the district
- 3) The completed form must be sent to HR@lcsd.org, subject line" ESL Reimbursement Form" or interoffice mail attention Human Resources. You may also drop it off at the Human Resources Department. Please be sure to provide a copy of your certificate with the form.
- 4) Once the form has been submitted to HR, the form will be sent to the Accelerated Language Department (ALP) to process the reimbursement. Once the reimbursement has been processed, Accounting will notify you when your check is ready.

IMPORTANT NOTE: For the 2023-2024 school year – HR must receive completed form by 08/15/2024

Request for Testing Reimbursement

Employee Information	
Name:	_____
MUNIS Employee ID:	_____
Test Information	
Test:	_____
Date of Test:	____/____/____
Cost:	\$116.00
Reason for Testing:	<input type="checkbox"/> Required for job/ESL Certification <input type="checkbox"/> Requested by district/ESL Certification

Teacher Signature

Date

For HR/Bilingual Prog Use:			
Campus:	_____	Date Hired:	____/____/____
_____	_____	_____	_____
Human Resources Signature	Date	ESL Program Signature	Date

***2023-2024 ***

For 2023-2024 - ESL test reimbursement form must be received in Human Resources by 08/15/2024.