



# SUGAR-SALEM SCHOOL DISTRICT NO. 322

105 WEST CENTER • P. O. BOX 150 • SUGAR CITY, ID 83448 • PHONE (208) 356-8802 • FAX (208) 356-7237

## Alternative Certification Reimbursement Form

- Staff who are on an alternative process to certification can apply for reimbursement of costs once each of the following has been complete:
  - Staff member needs to have been going through this process their first (1<sup>st</sup>) year of employment with the district and completed/passed all assessments.
  - Staff member needs to have had a recommendation to the board from their administrator to be rehired for the next school year.
  - The schoolboard has extended another contract.
  - Once they have signed their second (2<sup>nd</sup>) year contract, they can submit proof of their tuition costs. District will pay up to 50% of those costs. These costs can not cover any credit expenses.

Pay to:		Date:
Mailbox Address:		Attachments: [ ] Proof of completion [ ] Proof of payment
City, State, Zip		

### Tuition/expense Information:

Expense Area:	Dates:	Credits earned:	Total Costs:

### Verifications:

Recommendation for rehire to the board from administrator:	[ ] Yes [ ] No
New contract offered by board:	[ ] Yes [ ] No
New contract signed/received by district:	[ ] Yes [ ] No

### Signatures/Date:

Employee: (for accuracy)		Principal/Supervisor: (for approval)	
Total Amount of costs above:	Amount to be reimbursed (not to exceed 50% of total costs accrued.	Signature of Funding Source approval:	
Funding account #:			