

**IRVING INDEPENDENT SCHOOL DISTRICT
2010-2011 APPLICATION FOR REIMBURSEMENT
CRITICAL SHORTAGE TEACHING AREA**

Employees who earn at least 3 hours for a course leading toward certification in a field where there is a critical shortage of certified teachers may be reimbursed \$300 per course. For 2010-2011, those fields of critical shortage are:

All Level Bilingual Education	Secondary Mathematics
All Level Special Education	Secondary Science
Speech Language Pathologist	Spanish

To qualify for the reimbursement, the employee must submit the following to the office of the Assistant Superintendent for Personnel and Administration:

1. A completed application form
2. A deficiency plan or other documentation specifying the target certification and the requirements for completion of certification
3. A copy of the grade report or transcript verifying that at least three semester hours which count toward the target certificate have been earned during a semester
4. Personal receipts documenting paid tuition, fees and/or books for courses claimed

****Please note that tuition, fees, and/or books paid by grants or scholarships are not eligible for reimbursement.**

Upon receipt of all appropriate documentation and its verification, the reimbursement will be authorized.

NAME _____ EMPLOYEE NO. _____

CURRENT ASSIGNMENT	CAMPUS	POSITION	GRADE/SUBJECT
--------------------	--------	----------	---------------

TARGET CERTIFICATION _____

COURSES FOR WHICH REIMBURSEMENT ARE APPLIED:

- | | |
|---|---|
| 1. _____
Semester Course Number | 4. _____
Semester Course Number |
| 2. _____
Semester Course Number | 5. _____
Semester Course Number |
| 3. _____
Semester Course Number | 6. _____
Semester Course Number |

Signature

Date