

**IRVING INDEPENDENT SCHOOL DISTRICT
2008-2009 APPLICATION FOR REIMBURSEMENT
GIFTED AND TALENTED CERTIFICATION**

Employees who earn at least 3 hours for a course leading toward certification in Gifted and Talented may be reimbursed \$300 per course. Please note that courses beyond the initial certification requirements for Gifted and Talented endorsement are not eligible for reimbursement.

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. Receipts documenting paid tuition, fees and/or books for courses claimed

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 Gifted and Talented

COURSES FOR WHICH REIMBURSEMENT ARE APPLIED:

1. _____ 3. _____
 Semester Course Number Semester Course Number

2. _____ 4. _____
 Semester Course Number Semester Course Number

 Signature Date