

Title II Teacher and Principal Training and Recruitment - *Testing Reimbursement*

Title II Teacher and Principal Training and Recruitment 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.

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 Janice Bolanos, HR. It cannot be faxed or emailed. It must be an original, signed document.

IMPORTANT NOTE: For the 2018-2019 school year – HR must receive completed form by 08/24/2019.

Request for Testing Reimbursement

Employee Information	
Name:	_____
MUNIS Employee ID:	_____
Test Information	
Test:	_____
Date of Test:	____/____/____
Cost:	\$131.00
Reason for Testing:	<input type="checkbox"/> Required for job/ESL Certification <input type="checkbox"/> Requested by district/ESL Certification

Teacher Signature

Date

For HR/Fed Prog Use:	
Campus: _____	Date Hired: ____/____/____
_____ Human Resources Signature	_____ Federal Programs Signature
Date	Date

***2018-2019 ***

For 2018-2019 - ESL test reimbursement form must be received in Human Resources by 08/23/2019.