

**DOUGLAS PUBLIC SCHOOLS  
COURSE REIMBURSEMENT REQUEST FORM**

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**Must be completed and submitted along with all required documentation in order to be reimbursed.**

Name \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_

Position \_\_\_\_\_

Title of Course \_\_\_\_\_

**(Attach Copy of Transcript)**

College/School \_\_\_\_\_

Beginning and Ending Dates of Course \_\_\_\_\_

Reimbursement Request Amount \_\_\_\_\_

**(Not to exceed \$1,000 per school year)**

The following documentation must be submitted with your completed Course Reimbursement Request Form:

**You are required to remit the following, along with this Course Reimbursement Request Form in order to be reimbursed:**

- Course Registration**
- Original Receipt and/or Proof of Payment**
- Credit Card Statement\***
- Proof of Grade(s)**

*\*If paid with a credit card, must attach original receipt and a copy of credit card statement (Must show name and last 4 account numbers. Be sure to white out all other purchases that do not apply).*

**PLEASE BE SURE TO PROVIDE THE OFFICIAL TRANSCRIPT TO THE SUPERINTENDENT'S OFFICE FOR THE PERSONNEL FILE ONCE COURSE IS COMPLETED. THE SUPERINTENDENT'S OFFICE MUST HAVE DOCUMENTATION THAT THE COURSE IS A GRADUATE LEVEL COURSE IF THE TRANSCRIPT PROVIDED DOES NOT CLEARLY INDICATE THAT IT IS A GRADUATE LEVEL COURSE.**