



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
RECOVERY SCHOOL DISTRICT
 1641 POLAND AVE., NEW ORLEANS, LA 70117
 1-877-343-4773 • www.rsdl.net



Title II Praxis/Tuition Reimbursement Application

Praxis/Tuition Reimbursement Request				
Last Name	First Name	M.I.	Personnel #	
School		Position/Subject/Grade Level		
Address			City/State/Zip Code	
Phone Number		Email Address		
Reimbursement For: (i.e. Praxis I, Coursework)	Description (include subject area, university, etc.)	Date Completed	Score/Grade	Amount
Maximum Reimbursements for coursework: \$640/3 credit hours \$1250/6 credit hours, \$1700/9 credit hours			Total Reimbursement Requested	
Central Office Use Only				
1. Human Resources		2. Title II		
Approved _____ Denied _____		Approved _____ Denied _____		
Amount Approved _____		Amount Approved _____		
Date: _____		Date: _____		
Exec. Director of HC or Designee: _____		Director of Federal Programs: _____		

Complete the information above and submit to Human Resources. If you have questions about this process, please contact Jean Reese at 504-373-6200 x20128 or jean.reese@rsdla.net. **Incomplete applications will not be considered for reimbursement.**

Required Documentation:

1. Completed W-9
2. Official test scores or transcripts verifying satisfactory completion of course(s) or exam(s)
3. Receipt(s) showing cost of the exam or coursework taken within the current fiscal year
4. If a request for tuition reimbursement, you must provide a copy your degree plan

Requests for reimbursement must be made within the same fiscal year as the courses/exams were completed. All requests subject to review and approval. Any approved request must meet Title II guidelines for reimbursement.

“Rebuilding New Orleans Through Education”