

Wayne County Public Schools
REIMBURSEMENT FORM
Pearson/Praxis

(Effective dates July 1, 2020 – June 30, 2021)

Employee Name: _____ Employee # (LINQ) _____

School: _____

Grade Level(s): _____ Subject Area: _____

PRAXIS/PEARSON REIMBURSEMENT (100% Reimbursement)

Praxis Test Name(s): _____ Reason for taking Praxis: _____

Amount to be reimbursed: _____

For Praxis: Attach itemized receipt and copy of passing scores. Praxis must have a passing score to be reimbursed.

***HAND DELIVER ONLY- Emailed, mailed or faxed copies WILL NOT be accepted or processed.**

Signature of Employee

Date

***After completion of the above section, submit form to Tony Howell, Central Services.
*All reimbursement forms must be submitted no later than the deadlines listed below.**

REIMBURSEMENT DEADLINES

December 1, 2020

Feb 28, 2021

April 30, 2021

May 15, 2021-Any test taken after May 15, 2021 through June 10, 2021, you must submit the reimbursement form within five (5) days of receiving test scores.

FOR CENTRAL OFFICE USE ONLY

Approved _____ Amount to be reimbursed _____ Budget Code _____

Not Approved _____ Reason _____

Authorized Signature

Date