



**Lawrence Public Schools  
Paraprofessional Tuition Reimbursement Pre-approval Form**

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Phone No. \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

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**Please fill out one form for each course enrolled.**

Name of University \_\_\_\_\_ Course Start Date \_\_\_\_\_

Course Title \_\_\_\_\_  
**(Include copy of course description)**

Course Code \_\_\_\_\_ Section No. \_\_\_\_\_ No. of Credits \_\_\_\_\_

Tuition Reimbursement for Paraprofessionals is for reimbursement for up to \$900 per fiscal year (July 1-June 30). **THIS FORM MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE PRIOR TO THE START OF THE COURSE.** An approval letter from the Human Resources office must be received in order to qualify for reimbursement. **A copy of the transcript/grade report and proof of payment** must be received by the Human Resources Office after the course is completed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Principal or Supervisor complete below:

- Course is related to employee's assignment.
- Course is not related to employee's assignment.
- Course supports individual professional development plan
- I recommend enrollment       I do not recommend enrollment

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Approved       Denied      Reason \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Human Resources