

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
BOOST PROGRAM - REIMBURSEMENT REQUEST



Name: _____	I certify that I am a BOOST member in good standing and understand and agree to the requirements below. Member Signature: _____ Date: _____
Employee #: _____	
LAUSD Email: _____ @ lausd.net	

BOOST Reimbursement Agreement

	Initials
1. Be a current BOOST member in good standing according to the BOOST policy guide.	
2. BOOST will reimburse the standard cost of tests, courses, services or course/test materials necessary for obtaining a credential. Late registration or expedited fees are at the member's expense. Tuition covered by fee waivers, grants or scholarships does not qualify for reimbursement.	
3. It is the members responsibility to know how much total funding has been received each year. No member will receive more than \$4,000 per academic year. Eligible units must be courses that are passed with a grade of B or better. Community college courses are reimbursed at \$40.00/semester unit and university courses are reimbursed at \$200.00/semester unit.	
4. Commit to meeting the annual requirements of the program, completing the designated preliminary credential within the timeline determined on the Individualized Mentorship Pathway (IMP), and working as a full-time credentialed teacher with LAUSD for each year supported as a BOOST member.	

Reimbursement: Enter the reimbursement amounts on the lines below. Maximum of \$4,000 per academic year for all types of financial assistance. (Use a separate form for each type of request)

REIMBURSEMENT TYPE:	AMOUNT:	REQUEST DETAILS (TEST NAME, TEST FEE, DATES, COURSES, ETC)
TEST FEE		Test Name & Date:
TEST PREPARATION / MATERIALS		Test Name & Course Date:
CTC FEE		Cred. Service/Permit:
FOREIGN TRANSCRIPT EVALUATION		Company:
TUITION		Term/Courses:
TEXTBOOKS		Course required:

1. Reimbursement requests must be submitted within **3 months** of the date of purchase, course completion or test administration.
2. Reimbursements are only available for BOOST members in good standing.
3. Submit the completed form by the submission deadline along with:
 - Proof of payment / receipt
 - and**
 - For tests: Score report
 - For prep: Proof of course completion/attendance
 - For transcript evaluation: Copy of evaluated transcripts
 - For tuition and textbooks: Copies of account activity **and** transcripts / grade report

Please allow 4 to 8 weeks for processing

Scan and submit completed form and required documents as a single file to <http://go.teachinla.com/ladderdocs>

◆ **Keep a copy of this form & documents submitted for your records** ◆

For Office Use Only			
Available Allowance:	Verified by:	Admin approval:	Reimbursement type:
Amount Approved:	Date:	Date:	
Amount Disapproved:	Comments:		Payment processed:
Remaining Allowance:			

