

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION – SPECIAL EDUCATION CAREER LADDER
STEP UP AND TEACH TUITION AND TEXTBOOK REIMBURSEMENT REQUEST

I. STEP UP and Teach Member Information	
Name: _____	LAUSD Employee #: _____
Contact Phone: () _____	LAUSD Email: _____
Work Site: _____	STEP UP Step: _____ STEP UP Mentor: _____

II. Tuition and Textbook Reimbursement Requirements	Initials
1. Be a current STEP UP and Teach member in good standing according to the STEP UP and Teach Agreement Form.	
2. Eligible units must be coursework that lead to a baccalaureate degree and/or preliminary credential and are passed with a grade of B or better. Any courses that do not fall within this criteria will not be reimbursed regardless of the grade received.	
3. District reimbursements can only be requested from one program for the same coursework.	
4. Commit to meeting the annual requirements of the program, completing the designated preliminary credential within the timeline determined on the Individualized Mentorship Plan (IMP) and work as a full-time certificated employee with LAUSD for a minimum of two full academic years, or repay the District for all financial support received throughout the program.	
5. A STEP UP and Teach member who does not fulfill the commitments of the program is required to arrange to repay all funds within one year of leaving the program or terminating employment with LAUSD.	

- | |
|--|
| III. Tuition and Textbook Reimbursement Rates |
| <ul style="list-style-type: none"> Community College: \$40 per eligible unit with a maximum reimbursement amount of \$960 per academic year. 4-year College or University: \$200 per eligible unit with a maximum reimbursement amount of \$4,800 per academic year. Textbook stipend: A maximum of \$1,000 per academic year |

IV. Tuition and Textbook Reimbursement Submission Details
Submission Deadline: Reimbursement requests must be received within 3 months of completion of the term. (New members may submit requests for reimbursement for qualifying expenditures incurred in the fiscal year within 3 months of program admission.)
The following documents must be submitted with the completed form by the submission deadline:
<ul style="list-style-type: none"> a. For tuition reimbursement: Proof of tuition cost, payment method, grades and cumulative GPA. b. For textbook stipend: proof of payment and proof of requirement (i.e. course syllabus)
Submit via: Online: go.teachinla.com/ladderdocs
<i>Please allow 6 to 8 weeks for processing after submission of all necessary documents and reimbursement approval</i>

V. Reimbursement Requested (Please attach additional sheets as necessary)							
College attended: _____				Term: _____			
College Level: (Circle one) Community College or 4-year				For Office Use Only:			
Course	Units	Grade	Textbook amount	Textbooks Approved	Tuition Approved		

VI. Reimbursement Acknowledgment

I certify that I am a STEP UP and Teach member in good standing and understand the reimbursement requirements above.

STEP UP and Teach Member Signature: _____

Date: _____

For Office Use only			
Total Units Approved:	GPA:	Total Textbook Reimbursement:	Total Tuition Reimbursement:
Reason(s) for disapproved:			
Verified by:	Date:	Administrator Approval:	Date:
		Payment Processed:	

