

Tangipahoa Parish School System

**Teacher Reimbursement Process for
Professional Development**
(Funded by Title I, Section 1119)

Deborah Forshag, Director of Federal Programs
Title I Resource Center
500 East Pine Street
Amite, LA 70422
(985) 748-2470

Reimbursement for Initial Certification, Highly Qualified, and PRAXIS

- Step 1 – Complete the Reimbursement Form in its entirety.
- Step 2 – Submit the following to the Title I Resource Center, attention Deborah M. Forshag, Director of Federal Programs
- Completed Reimbursement Form
 - Final grade report or score report
 - Final itemized bill with verification of payment (cancelled check, credit card receipt, etc.)
 - A copy of your prescription plan for becoming Highly Qualified, if applicable

Note: Teacher must adhere to deadlines:

Summer Courses – August 22

Fall Courses – January 16

Spring Courses – June 12

- Step 3 – After review by the Director of Federal Programs, request are submitted to the Accounting Department. Checks are issued once per month.