



## Reimbursement Cover Sheet

Date \_\_\_\_\_ Name \_\_\_\_\_

Employee ID# \_\_\_\_\_ Best Phone Number \_\_\_\_\_

School District Email Address \_\_\_\_\_

**Check the box next to the reimbursement that you are applying for.**

**Praxis Reimbursement**

Submit: Passed Praxis Scores and Proof of Payment

**Level II Reimbursement**

Submit: Official Sealed Transcript showing completion of course with a “B” or better and Proof of Payment

**Emergency Permit Application Fee**

Submit: Emergency Permit or Approval email from the Pennsylvania Department of Education and Proof of Payment

**Certification Program Courses**

Submit: Official Sealed Transcript showing completion of course with a “B” or better, Proof of Payment and Emergency Permit or Intern Certificate

**Career Development Fund**

Submit: Official Sealed Transcript showing completion of course with a “C” or better, Proof of Payment and Career Development Fund form

**National Board Certification Application Expenses**

Submit: Congratulations Letter and Proof of Payment

**Submit to:** School District of Philadelphia  
440 N. Broad Street, Suite 2222  
Philadelphia, PA 19130  
reimbursements@philasd.org