

MIAMI EAST LOCAL SCHOOL DISTRICT
APPLICATION FOR
Educational Aide Licensure / Student Monitor Permit
REIMBURSEMENT

I am requesting reimbursement for my licensure/permit cost. I understand that I must complete this form and receive approval from the superintendent prior to reimbursement. For details, see Article 8.01 C in the Master Agreement, listed below:

“Educational Aide and Student Monitor Permit(s) (one-year renewal), request for reimbursement must be received by the Board of Education by February 28th.”

Payment shall be made to those continuing in the employ of the Board during the month of November during the following school year.

☐ 1-Year Educational Aide Permit (\$25)

☐ 1-Year Student Monitor Permit (\$25)

Please attach a copy of your Educational Aide or Student Monitor Permit to this form.

Total Reimbursement Requested: \$_____

STAFF MEMBER SIGNATURE

DATE

BUILDING PRINCIPAL SIGNATURE

DATE

SUPERINTENDENT'S SIGNATURE

DATE

CC: Personnel File
Treasurer

Effective 7/1/2023