

No Child Left Behind

Subject Area Examination (SAE) Reimbursement Guidelines and Procedures

The Subject Area Reimbursement Process was established to assist the Polk County School District in recruiting and retaining Certified, Qualified, and Highly Qualified teachers into Core Academic Areas.

Guidelines

All Employees applying for reimbursement, must adhere to the following guidelines

- Apply for reimbursement in **one** of the **Approved** Core Subject Areas.
Approved areas include;
 - an area required for your teaching assignment and/or
 - *English, Civics, Reading, Government, Language Arts, Economics, Math, Music, Drama, Art, Science, History, Foreign Language, and Geography.*
 - Reimbursement is **not** provided for the *General Knowledge Test* or *Professional Education Test*
- Request reimbursement during the **current** school-year in which the employee is an **active** PSCB employee. PSCB will **not** reimburse an employee for the following
 - test retake
 - supplemental test
 - emergency test fee or
 - late test fee.

(Note: PSCB will reimburse the cost for a SAE **one time ONLY. Any additional SAE(s) taken by the employee will be the sole responsibility of the employee.)**

Please follow these procedures to apply for reimbursement for an approved SAE.

1. Complete the *Reimbursement Request Form for Subject Area Examinations*.
2. Copy and submit the Score Report (Pass or Fail) for the subject area test you are requesting reimbursement.
3. Submit one of the following forms of documentation:

Registration Format	Documentation Requested
Internet	Print the screen(s) that confirms your registration that has the test date test name, and cost of the test.
U.S. Mail	<ul style="list-style-type: none"> ○ Copy of the admission ticket, or ○ Copy of registration form (front and back) along with a copy of payment method either credit card statement or cancelled check. Be sure to white out the account and routing numbers.

4. Submit completed paperwork and supporting documentation to MaryJo Mills in the Recruiting/Certification/NCLB Compliance Department.

- *The Polk County Public School System is an equal opportunity employer. Discrimination on the basis of race, color, sex, age, religion, national origin, disability or veteran's status is prohibited.*
- *If you require any type of accommodation to complete the employment process due to a disability, please call (863)534-0689.*
- *Please address equity concerns to Patricia Hunter, Senior Coordinator, Equity and Compliance, (863)534-0513.*

Subject Area Examination (SAE) Reimbursement Request Form

I am requesting reimbursement for taking a subject area examination as indicated below:

_____ in a Core Academic Area as defined in the No Child Left Behind Act or
_____ in an area required for my teaching assignment

I am submitting this request along with a copy of the score report and supporting documentation that reflects my registration for the test and fee paid.

Please Print Clearly

Name: _____

Social Security Number (last 6 digits): _____

SAP (Employee) Number: _____

School/Hiring Location: _____

Teaching Assignment: _____

Subject Area Exam: _____

Test Administration Date: _____

(This form **must** be submitted during the school year the test was taken.)

I have read and understand that I must complete the required steps to become eligible for Polk County School Board's NCLB Subject Area Examination Reimbursement. Failure to complete all steps or furnish acceptable documents will void my eligibility for reimbursement. The NCLB Subject Area Examination Reimbursement Guidelines and Procedures document is available online at www.polk-fl.net for my review and use.

Signature _____ Date _____

Please send to:

**Mary Jo Mills
Teacher Recruiting
Route E**

-OR-

**Mary Jo Mills
Teacher Recruiting
P O Box 391
Bartow, FL 33831**

Note: This form will **not** be processed without the required attached documentation.

(For HRS Division Use Only)

Reviewed and Approved by: _____ **Date:** _____
(Certification NCLB Specialist must sign and date.)

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