

# WSD Documentation PACKET Checklist/Submission Form

Reimbursement and Salary Schedule Credit \* Salary Schedule Credit Only \* Add a Degree

Name (please print): \_\_\_\_\_ District School/Building: \_\_\_\_\_ Date: \_\_\_\_\_

**You must turn in your documentation PACKET within 45 days of completing the course or assessment to receive reimbursement for fall, winter or spring.  
For summer classes you must turn in documentation PACKET by October 31<sup>st</sup>.**

**What are you requesting? Please check all that apply below.**



Reimbursement and Salary Schedule Credit	Salary Schedule Credit Only	Add a Degree
Check here if applies <input type="checkbox"/>	Check here if applies <input type="checkbox"/>	Check here if applies <input type="checkbox"/>
<b><u>Please include these documents in your packet:</u></b>	<b><u>Please include these documents in your packet:</u></b>	<b><u>Please include these documents in your packet:</u></b>
___ This Packet Checklist/Submission Form	___ This Packet Checklist/Submission Form	<u>Hardcopy Option:</u>
___ Copy of approved Tuition Reimbursement Request form	___ Tuition Reimbursement/Salary Schedule credit request form	___ This Packet Checklist/Submission Form
___ Copy of grade report or unofficial transcripts (Official Transcripts are NOT required)	___ Copy of grade report or unofficial transcripts (Official Transcripts are NOT required)	AND
___ Copy of proof of payment for the course(s) (itemized <b>Receipt</b> of fees showing tuition charge)		___ Official Transcripts-hard copy in <b>SEALED</b> envelope
		<b>OR</b>
		<u>Electronic Option:</u>
		___ This Packet Checklist/Submission Form
		AND
		___ Official Transcripts-sent by university/college to <a href="mailto:bwall@woodburnsd.org">bwall@woodburnsd.org</a>

**Documents must be submitted as a PACKET**

**Incomplete packets will be returned to the employee, therefore, this will delay processing of request**

**You can submit documents by either, dropping off in person, send in courier or email**

**Have questions? Please contact Betty Wall [bwall@woodburnsd.org](mailto:bwall@woodburnsd.org) or Mark Gano [mgano@woodburnsd.org](mailto:mgano@woodburnsd.org)**