



LOS ANGELES UNIFIED SCHOOL DISTRICT
 HUMAN RESOURCES DIVISION
BOOST PROGRAM - REIMBURSEMENT REQUEST

Name: _____	I certify that I am a BOOST member in good standing and understand and agree to the requirements below. Member Signature: _____ Date: _____
Employee #: _____	
LAUSD Email: _____ @ lausd.net	

BOOST Reimbursement Agreement

Initials

1. Be a current BOOST member in good standing according to the BOOST policy guide.	
2. BOOST will reimburse the standard cost of tests, courses, services or course/test materials necessary for obtaining a credential. Late registration or expedited fees are at the member’s expense. Tuition covered by fee waivers, grants or scholarships do not qualify for reimbursement.	
3. It is the members responsibility to know how much total funding has been received each year. No member will receive more than \$4,500 per academic year.	
4. Commit to meeting the annual requirements of the program, completing the designated preliminary credential within the timeline determined on the Individualized Mentorship Pathway (IMP), and working as a full-time credentialed teacher with LAUSD for each year supported as a BOOST member.	

Reimbursement: Enter the reimbursement amounts on the lines below. Maximum of \$4,500 per academic year for all types of financial assistance.

REIMBURSEMENT TYPE:	AMOUNT:	REQUEST DETAILS (TEST NAME, TEST FEE, DATES, COURSES, ETC)
TEST FEE		Test Name & Date:
TEST PREPARATION / MATERIALS		Test Name & Course Date:
CTC FEE/LIVE SCAN		Cred. Service/Permit:
FOREIGN TRANSCRIPT EVALUATION		Company:
TUITION/TEXTBOOKS		Term/Courses:
TECHNOLOGY/CLASSROOM MAT.		Description:
LIVING EXPENSES		Description:

1. Reimbursement requests must be submitted within **3 months** of the date of purchase, course completion or test administration.
2. Reimbursements are only available for BOOST members in good standing.
3. Submit the completed form by the submission deadline along with:
 - Proof of payment / receipt
 - and**
 - For tests: Score report
 - For prep: Proof of course completion/attendance
 - For transcript evaluation: Copy of evaluated transcripts
 - For tuition and textbooks: Copies of account activity **and** transcripts / grade report

Please allow 4 to 8 weeks for processing

Scan and submit completed form and required documents as a single file to
<https://teachinla.co/ladderdocs>

◆ **Keep a copy of this form & documents submitted for your records** ◆

For Office Use Only			
Available Allowance:	Verified by:	Admin approval:	Reimbursement type:
Amount Approved:	Date:	Date:	
Amount Disapproved:	Comments:		Payment processed:
Remaining Allowance:			

