

Kearsarge Regional School District
SECOND REQUEST FOR Para Educators

The purpose of this form is to request reimbursement for any unclaimed monies per PEAK 8.8, Tier 1. This is for classes/workshops taken this year or anticipated being taken/started before August 14, 2024.

(If there are any funds left on May 1 of each school year, Para Educators and those that fall under the PEAK agreement may bring a second request forward for payment. All funds will then be disbursed on a first come first served basis.)

PARA Request for Reimbursement for a Course/Conference
2023-2024 School Year

Please complete and send by the dates below to either reserve funds (see below) or submit a request to be refunded for attending a course this year.

Send to Katrina at the SAU office by the end of the 2024 school year.

A. If you have not yet attended the course, Katrina will “reserve” the funds (if available) and return a copy to you. After attending the course/conference return this form with proof of attendance and payment.

OR

B. Already attended? – Please fill out the form and attach proof of attendance & payment.

Name: _____ Today’s Date: _____

Conference/ Course Title: _____

Date(s) of Conf/Course: _____

How is this Conf/Course job related? _____

Approved: _____
Principal Signature

Amount requested: \$ _____

Your Signature

Date

If you have completed taking your Conference/Course, there should be two attachments to this form:

- copy of canceled check, cash receipt or credit card statement
- official copy of grade report (must be a passing grade) or Certificate of Participation

Emailed scanned documents (containing all necessary documents in one email) will be accepted - kneil@kearsarge.org within timeframes noted above.

SAU OFFICE	
_____	_____
Initial	Date