



**St. Mary's County Public Schools  
Department of Human Resources**

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Leonardtown, Maryland 20650

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**Dale P. Farrell, Ed.D.**  
Chief of Staff

## Praxis Reimbursement Request

- Reimbursement is limited to the amount of the grant. Once the funding is exhausted, no additional reimbursements will be made.
- After the Praxis registration form, receipt for payment, and this completed form are submitted to the Department of Human Resources, 50% of the registration fee will be reimbursed. Study Guides or any additional fees are not covered under this grant. Forms and documents may be emailed to [hrd@smcps.org](mailto:hrd@smcps.org) or sent via Metro to the Department of Human Resources.
- Upon submitting a passing score to the Department of Human Resources ([hrd@smcps.org](mailto:hrd@smcps.org) or sent via Metro), the remaining 50% of the registration fee will be reimbursed. There will be no final reimbursement if a passing score is not attained.
- Completion of this form indicates agreement with the above stipulations. Please complete one form for each test.

<b>Print Name</b>	<b>Employee ID Number</b>	<b>Date</b>
<b>Position/Assignment</b>	<b>School/Office</b>	
<b>Test #</b>	<b>Test Name</b>	

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FOR OFFICE USE ONLY

Human Resources Approval	Date	Total Approved
Grant Manager Approval	Date	Grant Accountant Approval
Initial Payment Amount	Date	Final Payment Amount
		Date

**CC: Personnel File**  
**Account # 11.05.305.7200.119.7425**

**Revised 1/2025**