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## Teacher Induction Reimbursement Policy

The Governing Board of Lake View Charter School (LVCS) is committed to providing a high-quality educational program with certificated staff who are adequately prepared and who have demonstrated proficiency in basic skills and in all subject matter areas. To support in the continued recruitment, growth, and development of its teaching staff **Lake View Charter School will reimburse** a LVCS Teacher up to \$2000 per fiscal year for a maximum of two years (\$4000), for costs directly associated with the following:

- California Teacher Credential Induction (Clearing) Program tuition reimbursement through a University, County Office of Education, or a School District program.

### Reimbursement Criteria:

- Must hold a current Teaching Position with Lake View Charter School
- Must gain pre-approval by the Executive Director
- Must submit a reimbursement request with the following
  - Proof of pre-approval from the Executive Director
  - Must show current enrollment in credential clearing program
  - Invoice from program or University
  - Receipt showing payment
  - Canceled check, bank statement showing payment, credit card receipt, etc
    - The document must show proof that the staff member submitting for reimbursement made the payment
- Maximum amount of reimbursement is \$2000 a year for a maximum of two years (\$4000).
- **All reimbursements for the year must be submitted together in the spring**
  - **All reimbursements must be submitted no later than May 31st of each fiscal year**