

Tuition Reimbursement Process (From Start to Finish):

To receive tuition reimbursement, you must first get your course approved by completing the "***My Approval Request***" form on the left side after you log into MLP. After you have selected this form, follow these steps:

1. Click on the name and fill in the required information on the form.
2. Be sure to enter the number of hours into the college credits box if you want to receive tuition reimbursement for those graduate hours.
3. After you click the submit button, the form will be routed to your LPDC building representative.
4. If it is approved (by meeting the goals you set in your IPDP), and you have requested tuition reimbursement by putting hours into the college credits box, it will then be routed to the superintendent for approval.
5. After these prior approvals have been completed, the forms will be routed back to you in your "***Approved and In Progress***" folder.
6. When you complete the activity (i.e. finish the class), make sure to go back in and click **MARK COMPLETE** and then click **SUBMIT** to route the form for final approval. If you do not click **MARK COMPLETE** and then click **SUBMIT**, your form will not be processed for tuition reimbursement and for licensure because it will be locked in cyber world forever!
7. After your forms have gained final approval status by the LPDC chairperson, you may click on the name of the activity found under the "**Most Recently Completed**" folder.
8. Click on the title of the activity to view the completed "***My Approval Request***" form.
9. Print up this form by clicking on the **View/Print Form** button. ***This is the form that you need to print up to turn in for Tuition Reimbursement.***
10. For tuition reimbursement, you will need to print up this form with the superintendent's final approval and submit it with your Official Transcripts and a cover sheet indicating the number of hours that you are seeking for reimbursement.
11. If you have questions, please contact Scott Houmard or the superintendent's office.