



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

23160 Moakley Street; Suite 106
Leonardtown, Maryland 20650

Phone: 301-475-5511 ext. 32238; Fax: 301-475-4201

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 or sent via Metro to the Department of Human Resources.
- Upon submitting a passing score to the Department of Human Resources (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.

Print Name

Employee ID Number

Date

Position/Assignment

School/Office

Test #

Test Name

FOR OFFICE USE ONLY

Human Resources Approval

Date

Total Approved

Grant Manager Approval

Date

Grant Accountant Approval

Date

Initial Payment Amount

Date

Final Payment Amount

Date

CC: Personnel File

Account # 11.05.305.7200.119.7425

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