



## ST. MARY PARISH SCHOOL BOARD

### APPLICATION FOR REIMBURSEMENT OF MENTOR FEES

*Note: Must be submitted during the same fiscal year completed (July 1 – June 30).*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
Including city, state, zip.

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

#### PARTICIPANT CATEGORY:

- ☐ Mentor Teacher Endorsement  
☐ Provisional Mentor Teacher Endorsement

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL/SUPERVISOR'S SIGNATURE

#### DOCUMENTS TO SUBMIT:

- ☐ This completed application  
☐ A copy of your valid teaching certificate showing mentor endorsement  
☐ Proof of payment

Completed documents should be sent via email to [KESTAY@STMARYK12.NET](mailto:KESTAY@STMARYK12.NET) or mailed via PONY to Kristina Estay, Human Resources Director, Central Office Complex.

#### FOR OFFICE USE ONLY:

PAY \$ \_\_\_\_\_

\_\_\_\_\_  
HR DIRECTOR SIGNATURE