



HUMAN RESOURCES  
JEFFERSON PARISH SCHOOLS

501 MANHATTAN BOULEVARD  
HARVEY, LOUISIANA 70058  
(504) 349-7890  
[jpschools.org](http://jpschools.org)

DR. JAMES GRAY  
SUPERINTENDENT

DONNA W. JOSEPH  
CHIEF HUMAN RESOURCES OFFICER

## Tuition/Praxis Reimbursement Acknowledgement Form

I (Print Name), \_\_\_\_\_, acknowledge that I have received a date stamped copy of my completed Tuition/Praxis Reimbursement application. I also acknowledge that my fee bill and grades and/or Praxis scores are due by **May 15, 2026** in order to receive reimbursement. **Failure to submit the required documents by the deadline may result in denial of reimbursement.**

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Administrative Use Only -----

APPLICATION MATERIALS	
Blue Ink	<input type="checkbox"/>
Course(s) Requested	<input type="checkbox"/>
Principal Signature	<input type="checkbox"/>
Payment Agreement (ETPA)	<input type="checkbox"/>
Verify content area via roster	<input type="checkbox"/>
HR Agreement	<input type="checkbox"/>
Program Curriculum	<input type="checkbox"/>

Time Stamp Here: