HUMAN RESOURCES
JEFFERSON PARISH SCHOOLS
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058
(504) 349-7890
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 **December 11, 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	☐
Course(s) Requested	☐
Principal Signature	☐
Payment Agreement (ETPA)	☐
Verify content area via roster	☐
HR Agreement	☐
Program Curriculum	☐

Time Stamp Here: