



Reading Endorsement Incentive/Reimbursement Request Form

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

Through a memorandum of understanding with LCTA, Leon County Schools has agreed to allocate funds, as funds are available, to support teachers who have completed their Reading Endorsement courses and added the endorsement to their professional certificate through the dates of July 1, 2019 – June 30, 2021.

Select **one** of the options below.

I am eligible for a one-time incentive of \$500, because I completed all five Reading Endorsement courses through in-service training with a district or approved in-service provider (e.g., Beacon, FDLRS).

**OR**

I am eligible for a one-time incentive of \$100 per professional development in-service training, because I completed some of the Reading Endorsement courses through a college or university and finished the remaining Reading Endorsement courses through in-service training with a district or approved in-service provider (e.g., Beacon, FDLRS).

**OR**

I am eligible for a one-time reimbursement of \$75, because I completed all of the Reading Endorsement courses through a college or university, or added the Reading Endorsement by examination.

By checking the boxes below, I attest that the statements are true and accurate.

I am eligible for the incentive or reimbursement that I have selected above.

I added the Reading Endorsement to my certificate after January 1, 2019 and prior to June 30, 2021.

I have provided a copy of my teaching certificate that includes the Reading Endorsement with this request form.

**Email completed request form and a copy of your certificate to**

**Michelle Burkey at [burkeym@leonschools.net](mailto:burkeym@leonschools.net)**

Verification (Professional Learning staff use only)

1	2	3	4	5	Date added	Amount
						\$