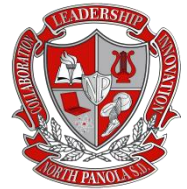


NORTH PANOLA SCHOOL DISTRICT

“Leadership • Collaboration • Innovation”

Chad Spence, Superintendent



Procedure for Endorsement Assessment Reimbursement

Revised 1/6/25

North Panola School District is committed to providing high quality in-field teachers for all subject areas. In an effort to assist teachers in adding endorsements when they are required by the district, the NPSD will utilize Title II federal funds to reimburse teachers for the cost of the assessment needed to add the endorsement.

These reimbursements will be **limited to three attempts** for one endorsement. In addition, these reimbursements will only be for teachers that are assigned by their supervisor to a new position of which they are not currently endorsed or asked by a supervisor to teach multiple subjects requiring an additional endorsement. The NPSD does not require teachers to move into administrator positions; therefore, the SLLA or any other administrator certification test is not considered a reimbursable assessment.

To obtain reimbursement for an assessment, teachers must submit the following documentation to the Office of Federal Programs:

- Proof of prior approval
 - Tuition and/or Program Reimbursement form
 - Complete the form and obtain the supervising administrator's signature
- Proof of completion of assessment
 - Score report or other proof the assessment was taken
- Proof of payment
 - Receipt of payment (not a copy of the unpaid bill)