

### Instructions

INCLUDE THE FOLLOWING IN YOUR TUITION REIMBURSEMENT PACKET:

1. Office of School Turnaround Order Form
2. Final email approval from Filebound
3. Itemized detailed statement from the financial institution
4. Unofficial transcript from the institutions website
5. Personal Reimbursement Supply Log
6. Personal Reimbursement Expense Request Form

Give your order form and the required documents to your school secretary for processing. Your secretary will obtain your administrator's approval and route it to District Office for final review and approval. Incomplete or late documents will be not be processed.

If you have questions regarding how to complete any of the forms you may reach Chris Moran at 302.552.3706 or [christina.moran@redclay.k12.de.us](mailto:christina.moran@redclay.k12.de.us)

DEADLINES	
DECEMBER 1, 2017	MAY 25, 2018
Summer and Fall 2017 Classes	Winter 2017 and Spring 2018 Classes