



HUMAN RESOURCES
JEFFERSON PARISH SCHOOLS
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058
(504) 349-7866
jpschools.org

DR. JAMES GRAY
SUPERINTENDENT

DONNA W. JOSEPH
CHIEF HUMAN RESOURCES OFFICER

Acknowledgement of Reimbursement Agreement

I (Print Name), _____, acknowledge that I have received a copy of my completed Tuition Reimbursement/Praxis application. I also acknowledge that my fee bill and grades and/or Praxis scores are due by July 31, 2020 in order to receive reimbursement.

PLEASE NOTE: Jefferson Parish Schools will process reimbursement for employees who submit required documents by the due date. Failure to submit the required documents may result in denial of reimbursement.

Teacher Signature: _____ Date: _____

HR Signature: _____ Date: _____