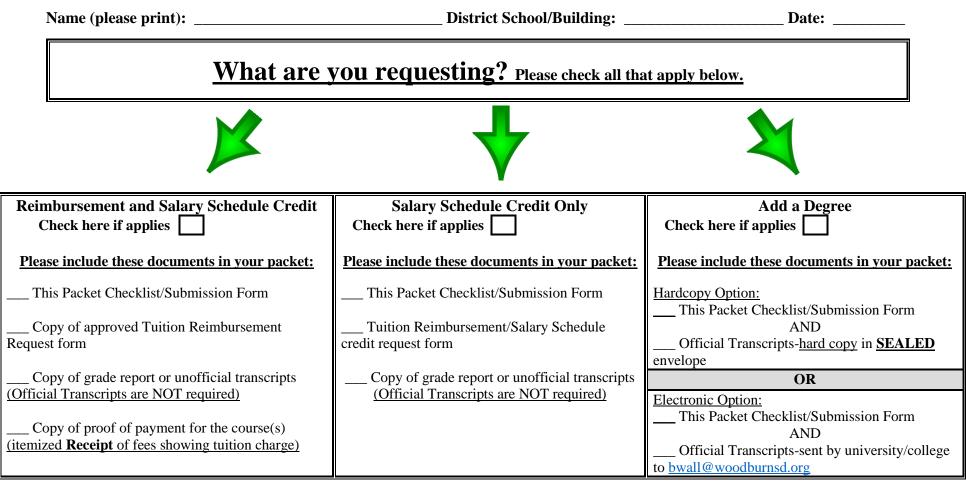# WSD Documentation PACKET Checklist/Submission Form

Reimbursement and Salary Schedule Credit * Salary Schedule Credit Only * Add a Degree

Name (please print): _____ District School/Building: _____ Date: _____

What are you requesting? Please check all that apply below.

Reimbursement and Salary Schedule Credit	**Salary Schedule Credit Only**	**Add a Degree**
Check here if applies ☐	**Check here if applies** ☐	**Check here if applies** ☐
Please include these documents in your packet:	**Please include these documents in your packet:**	**Please include these documents in your packet:**
___ This Packet Checklist/Submission Form	___ This Packet Checklist/Submission Form	Hardcopy Option: ___ This Packet Checklist/Submission Form AND ___ Official Transcripts-hard copy in **SEALED** envelope
___ Copy of approved Tuition Reimbursement Request form	___ Tuition Reimbursement/Salary Schedule credit request form	**OR**
___ Copy of grade report or unofficial transcripts (Official Transcripts are NOT required)	___ Copy of grade report or unofficial transcripts (Official Transcripts are NOT required)	Electronic Option: ___ This Packet Checklist/Submission Form AND ___ Official Transcripts-sent by university/college to bwall@woodburnsd.org
___ Copy of proof of payment for the course(s) (itemized **Receipt** of fees showing tuition charge)		

Documents must be submitted as a PACKET
Incomplete packets will be returned to the employee, therefore, this will delay processing of request

You can submit documents by either, dropping off in person, send in courier or email
Have questions? Please contact Betty Wall bwall@woodburnsd.org or Kathy Kuftin kkuftin@woodburnsd.org

11/2019