

Forms Required for Reimbursement

Approved Course Request

Course Description

Transcript/Final Grade

Proof of Payment i.e.

Copy of check

Copy of Bank Statement

(your name MUST appear on copy, not hand written)

Copy of paid bill along with copy of credit card showing
your name and last four digits

NOTE: Payment MUST be made by the school employee in order to be reimbursed

[Please contact ikohler@rocklandschools.org for any questions](mailto:ikohler@rocklandschools.org)