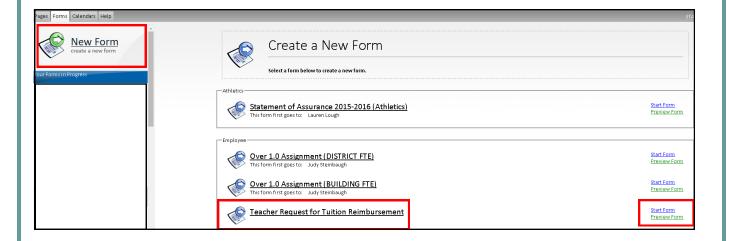


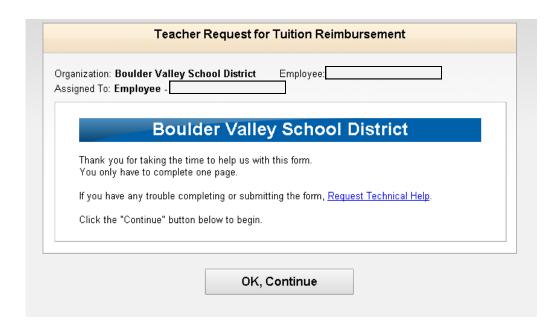
Instructions for Completing the Tuition Reimbursement Request Form

Open the form

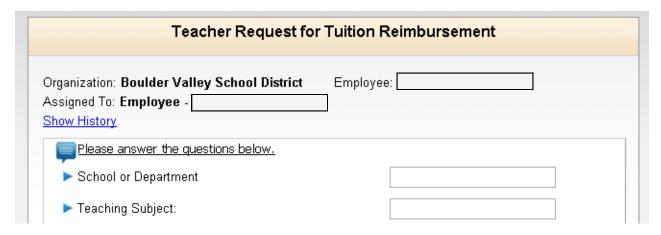
Go to Employee Portal and log in with your network credentials. (bvsd.org > BVSD A-Z > AppliTrack: Employee Portal) Click on the Forms tab > click New Form > Find Teacher Request for Tuition Reimbursement form > Click Start Form.



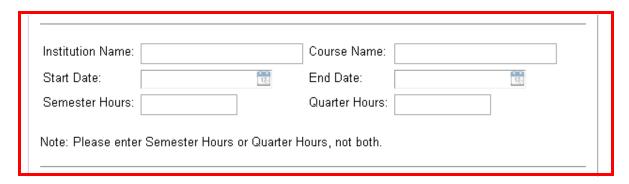
After the form opens, click OK, Continue.



Complete the form



Fill out a course block for each course. If you have more than 6 courses you will need 2 forms.



Upload all required documentation for successful completion and documentation of tuition payment. Click Submit. HR will review the form and you will be notified when approved or denied.

