



## Lampasas Independent School District

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### CERTIFICATION TEST REQUEST AND REIMBURSEMENT

**PRINCIPAL:**

In the best interest of Lampasas ISD and this campus, I have requested \_\_\_\_\_  
(employee's name)  
to take an additional test for certification in \_\_\_\_\_.  
(subject/area)

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Date

**EMPLOYEE:**

Because the request came from the principal, the school district will reimburse the employee for the following fees:

- Test registration fee, approximately \$140
- Fee for study materials up to a maximum of \$100
- Texas Education Agency fee to add test to certificate, approximately \$80

The district will only reimburse the employee for taking the requested test one time.

The district will not reimburse for travel or meals.

Receipts must be signed by the employee.

Submit receipts to Whitney Walker in the human resource department for payment.