



# ARKANSAS DEPARTMENT OF EDUCATION

## REQUEST FOR SUBSTITUTE TEACHER REIMBURSEMENT FORM 2015-2016 State Funded NBPTS Candidates

Tony Wood  
Commissioner

State Board  
of Education

Sam Ledbetter  
Little Rock  
Chair

Toyce Newton  
Crossett  
Vice Chair

Dr. Jay Barth  
Little Rock

Joe Black  
Newport

Alice Mahony  
El Dorado

Mireya Reith  
Fayetteville

Vicki Saviers  
Little Rock

Diane Zook  
Melbourne

The following state funded candidate(s) for National Board for Professional Teaching Standards (NBPTS) has taken up to three (3) days (total allowed during full candidacy) release time to work on candidacy. This district requests substitute teacher pay reimbursement from the Arkansas Department of Education for:

STATE FUNDED TEACHER	SSN	DATES	COST PER DAY*	TOTAL COST
<b>Example:</b> Vanessa Holt	xxx-xx-xxxx	1/18/16, 2/8/16, 3/4/16,	\$70.00	\$210.00
				\$
				\$
				\$
				\$
				\$
				\$
<b>TOTAL AMOUNT REQUESTED</b>				<b>\$</b>

\_\_\_\_\_  
*Superintendent or Responsible Officer Signature*

\_\_\_\_\_  
*Date*

**School District:** \_\_\_\_\_

**District Address:** \_\_\_\_\_

**District Contact Person:** \_\_\_\_\_  
*(please print)*

**District Contact Phone:** \_\_\_\_\_

Mail (faxes not accepted) this completed form to arrive no later than Friday, May 27, 2016:

NBPTS Program Advisor  
Four Capitol Mall, Room 103-B  
Little Rock, AR 72201

Phone: 501-371-1580

Four Capitol Mall  
Little Rock, AR  
72201-1019  
(501) 682-4475  
ArkansasEd.org

District reimbursements will be issued June 2016. Reimbursements are for first-year NBPTS candidates who were awarded \$1,900.00 of state funding for 2015-2016. Please send one request form per district with all reimbursements listed by individual candidate and then totaled for all candidates in your district.

An Equal Opportunity  
Employer

**\*The base rate is not to include taxes, benefits, or third-party fees.**