

## District 75 Occupational/Physical Therapist Tuition Reimbursement Application Submission Procedure

Please be advised there is a revised District 75 Therapist Tuition Reimbursement Form (see attached), it can be identified as Rev 5 – 07/30/14 in the lower left hand corner. **Previous versions of this form will not be accepted for making claims for tuition reimbursement and will be returned to the requestor.**

Assemble the reimbursement claim documents in the following order (top to bottom):

- 1- Original completed “**District 75 Therapist Tuition Reimbursement Form**”, signed by your supervisor.
- 2- Copy of conference/workshop brochure/agenda indicating the cost to attend the conference/workshop. The entire brochure/agenda, indicating the cost for the conference workshop is to be attached.  
**NOTE:** If attending AOTA Conference, you **must** submit a copy of your invoice or confirmation detailing the specific amount being charged. from AOTA.
- 3- Copy of “**Application for Excuse of Absence with Pay**” (**PD-19**) approved by your Principal and Supervisor if conference/workshop is held during the school day. This form is not required for after school (e.g. evening or weekend) sessions.
- 4- Proof of payment: a copy of cancelled check (front and back), or credit card statement, Bursar’s receipt, or cash payment receipt.
- 5- Copy of certificate of completion/attendance at conference/workshop
- 6- Mail the above documents to:  
Ms. Mary Ann Lucatorto  
NYC Department of Education - District 75  
400 First Ave - Rm 661  
New York, NY 10010-4004

Questions concerning therapist tuition reimbursement should be directed to Ms. Lucatorto at 212-802-1539, or via e-mail to [mlucato@schools.nyc.gov](mailto:mlucato@schools.nyc.gov)

**Illegible or incomplete forms/packages will **not** be processed.**

**Please Note:** Your Employee Reference Number and Home Telephone No. are required in order to process your claim. In addition, you **must** include your apartment number, if any, in order for checks not to be returned due to insufficient address.

Requests for tuition reimbursement **should be submitted as soon as possible after completion of the course or workshop** and **MUST** be received and processed **no later than June 30th** in order to be considered as part of the reimbursement limit for that fiscal year (July 1st - June 30th)