**VIRGINIA DEPARTMENT OF EDUCATION**

**OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION**

# STEM-H STUDENT CREDENTIALS, MATERIALS, AND TEACHER PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST FORM

School Division Number:       School Division Name:

Please check appropriate reimbursement period:

 June 2019 ***(May 18, 2019 to June 30, 2019)*** [ ]

 School Year 2019-2020 (***July 1, 2019 to May 22, 2020)*** [ ]

CERTIFICATION: I certify to the best of my knowledge and belief that the reimbursement is true, complete, and accurate, and the expenditures and disbursements are for the purposes and objectives set forth in the terms and conditions of the State award. I further certify that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to state audits. By submitting and approving this request, the educational agency/organization submitter and approver(s) acknowledge the certification and agree to its provisions.

| **Examinations** | **Number of Exams** | **Amount Claimed** |
| --- | --- | --- |
| STEM-H Student Credentials and Materials  |  | $ |
| STEM-H Teacher Professional Development |  | $ |
| **Total Amount Claimed for all STEM-H Student Credentials, Materials, and Techer Professional Development:** |  | **$** |

Preparer’s Name:       Telephone Number:

CTE Administrator Signature:            Date:

Superintendent’s or Authorized Designee’s Signature:

Date:

Amount of Payment:

Approved for Payment:

 George R. Willcox, Director, Operations and Accountability

 Office of Career, Technical, and Adult Education

Date:

Payee Code:

Project Code: APE60009

Program Code: 178-005

If you have any questions, please contact the CTE Grants Manager at (804) 225-2052 or CTE@doe.virginia.gov.

**Mail the completed and signed form by May 22, 2020, to:** Virginia Department of Education, Office of Career, Technical, and Adult Education, Attn: CTE Grants Manager, P.O. Box 2120, Richmond, VA 23218-2120 **or**

**Scan and email a color PDF signed form to:** **CTE@doe.virginia.gov** **or** **Fax to:** (804) 530-4560.

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**STEM-H STUDENT CREDENTIALS, MATERIALS, AND TEACHER PROFESSIONAL DEVELOPMENT**

**REIMBURSEMENT REQUEST FORM**

School Division Number:            School Division Name:

Please check appropriate Reimbursement Period: **June 2019** [ ]  **SY 2019-2020** [ ]

 ***(May 18, 2019 to June 30, 2019) (July 1, 2019 to May 22, 2020)***

| **STEM-H Student Credentials and Materials**  | **Credential Materials** | **Number of Students Taking This Credential** | **Total Expense** |
| --- | --- | --- | --- |
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**STEM-H STUDENT CREDENTIALS, MATERIALS, AND TEACHER PROFESSIONAL DEVELOPMENT**

**REIMBURSEMENT REQUEST FORM**

School Division Number:            School Division Name:

Please check appropriate Reimbursement Period: **June 2019** [ ]  **SY 2019-2020** [ ]

 ***(May 18, 2019 to June 30, 2019) (July 1, 2019 to May 22, 2020)***

| **STEM-H Teacher Professional Development**  | **Number of Teachers** | **Credential Exam** | **Total Expense** |
| --- | --- | --- | --- |
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