



Arkansas Department of Education

Transforming Arkansas to lead the nation in student-focused education

REQUEST FOR SUBSTITUTE TEACHER REIMBURSEMENT FORM 2018-2019 State Funded NBPTS Candidates

Johnny Key
Commissioner

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 Board
of Education**

Dr. Jay Barth
*Little Rock
Chair*

Charisse Dean
*Little Rock
Vice Chair*

Susan Chambers
Bella Vista

Dr. Fitz Hill
Little Rock

Kathy McFetridge
Springdale

Dr. Sarah Moore
Stuttgart

Ouida Newton
Poyen

R. Brett Williamson
El Dorado

Diane Zook
Melbourne

STATE FUNDED TEACHER	SSN	DATES	COST PER DAY*	TOTAL COST
Example: Vanessa Holt	xxx-xx-xxxx	x/xx/xx, x/xx/xx, x/xx/xx	\$70.00	\$210.00
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL AMOUNT REQUESTED				\$

Superintendent or Responsible Officer Signature *Date*

School District: _____

District Address: _____

District Contact Person: _____
(please print)

District Contact Phone: _____

Mail or fax this completed form to arrive no later than Friday, May 24, 2019:

NBPTS Program Advisor
Division of Educator Effectiveness
Four Capitol Mall, Room 402B
Little Rock, AR 72201

Fax: 501-682-5118
Phone: 501-682-9850

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

*An Equal
Opportunity
Employer*

District reimbursements will be issued June 2019. Reimbursements are for initial NBPTS candidates who were awarded \$1,900.00 of state funding for 2018-2019. Please send one request form per district with all reimbursements listed by individual candidate and then totaled for all candidates in your district.

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