



School Leadership Series Assessment Fee Reimbursement Request Form

A candidate who takes a School Leadership Series (SLS) Assessment for an Arkansas Administrator License may be reimbursed by the Arkansas Department of Education for one-half (1/2) of the assessment fee. The ADE will reimburse the candidate one (1) time per each different SLS assessment taken. If you are an Arkansas state employee, please check with your agency for their reimbursement policy. The ADE will not reimburse state employees.

The Candidate must:

- Be enrolled in or have completed a program of study with an Arkansas Institution of Higher Education
- Achieve a passing score on the required Assessment
- Be a resident of Arkansas

To receive reimbursement, fill out information below and submit this reimbursement request with the following required documentation:

- Copy of **detailed** ETS order form with ALL confidential account information blacked out (i.e., credit card number, bank account number)
- Copy of the Official Score Report provided by ETS for the assessment taken
- Verification of payment in form of a money order receipt or a copy of one of the following with ALL confidential account information blacked out (i.e., cancelled check, credit card, or bank statement)
- Completed W-9 (click [here](#) to download version)

**Submit the above information by fax, email, or mail to the address below.
Reimbursement Request Must be Submitted within 6 Months of Test Date**

Name:	Last four (4) of SS#
Home Mailing Address:	
City, State, and Zip:	
Home Phone: ()	Work Phone: ()
Email Address:	
Employer Name:	
Program of Study Institution:	

School Leadership Series Assessment taken (check one):

- School Superintendents Assessment (SSA)** - District Level Administrator
- School Leaders Licensure Assessment (SLLA)** - Building Level Administrator or Curriculum/Program Administrator

COMPLETE AND RETURN THIS FORM TO:

Renee Nelson, Educator Support and Development Advisor

Arkansas Department of Education, Division of Educator Effectiveness and Licensure
Four Capitol Mall, Mail Box #5, Little Rock, AR 72201

Fax: 501-682-5118 Email: renee.nelson@arkansas.gov Phone: 501-682-9850