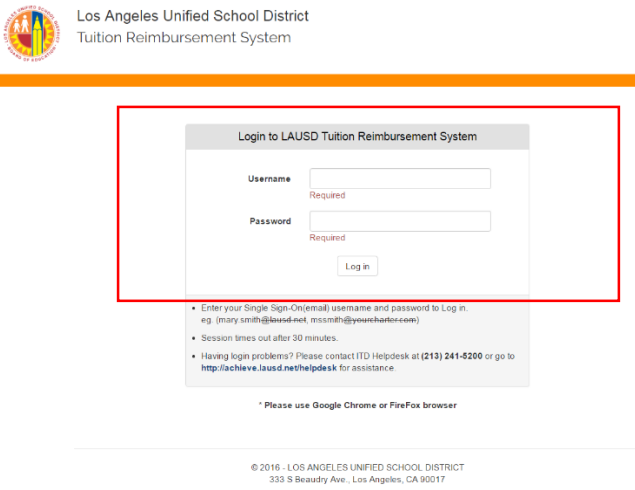
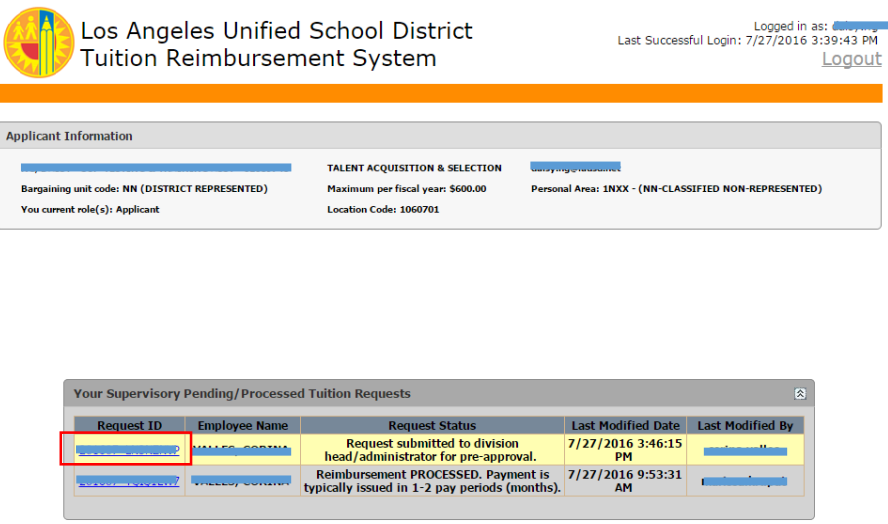


JOB AID for Division Head/Administrator ROLE – Tuition Reimbursement System for Classified Employees

Welcome to the Online Tuition Reimbursement System.

The **Division Head/Administrator** or his/her designee is responsible for reviewing and approving Tuition Reimbursement Pre-approval Requests and ensuring the accuracy of information.

	<p>https://tuitionrequest.lausd.net/login.aspx *Please use Google Chrome or FireFox browser.</p> <p>Log in using your Single Sign-on username and password.</p> <p>Do not add the domain name. (e.g. mary.smith@lausd.net)</p>
	<p>You can view all tuition requests under “Your Supervisory Pending/Processed Tuition Requests.”</p> <p>You can view specific requests by clicking on the Request ID for that specific request.</p> <p>New requests will be highlighted in yellow.</p>

Los Angeles Unified School District
Tuition Reimbursement System

Request ID: 201607_YQIQ1LW7

Employee personal & work information

Employee name: [redacted] Employee email: [redacted]
 Employee job title: OFFICE TECHNICIAN Employee #: [redacted]
 Employee union name: DD - BARGAINING UNIT D Max. per fiscal year: \$700.00
 School/Work location: WORKFORCE MGMT CLSFD TRAINING Location code: 1060001
 Work phone: [redacted] Alternate phone:
 Assigned work schedule: M- F 7:30 am- 4 pm

Employee requested course information

To Attend: School
 Name of School/Agency: Cal State University, Los Angeles
 Program Type: Other

Course info:

Title of each course/training (per semester or quarter)	
Course Title	
ML790A	Detail

This course(s) or program is directly related to the employee's service to the District and is for the purpose of increasing the employee's knowledge, understanding, and skills as related to the employee's employment by the District.

Employee selected:

- Training will provide the required skills, knowledge and understanding related to my current service within the District.
- Training will allow me to increase my skills, knowledge and understanding in order to qualify for promotional opportunities and growth within the District.
- Training will improve my knowledge, ability and skills in order to compensate for technical changes, in new skills that may be utilized by the District.
- Other, please explain:

After clicking on the Request ID for that specific request, you can review the employee's Tuition Reimbursement Pre-Approval request.

Your Decision Section (As Applicant's Division Head/Administrator)

Division Head/Administrator's Name: [redacted]
 Division Head/Administrator's Email: [redacted]

Please verify the following information:

- I verified that the applicant's information is accurate.
- I verified that the course(s) or program will not be taken during the employee's assigned duty hours. Otherwise, an approved vacation request must be attached in the pre-course documents section above.
- I verified that the course(s) or program is directly related to the employee's service to the District.

Your Decision:

"Approve Request" **a** proceed this request **b** to next step. "Return to Applicant" **c** will allow Applicant to modify this request. You must provide your reason for "Deny" or "Return" this request.

Approve Request Deny Request Return to Applicant

Remarks (Visible to the applicant):

After verifying the Tuition Reimbursement Pre-Approval request information, you can:

- a. Approve Request
- b. Deny Request*
- c. Return to Applicant* (Request will be returned to applicant for correction(s) and re-submission) (ex: the Division Head/ Administrator is listed incorrectly)

*Selections in red need to be accompanied by "Remarks."

Click "Submit" to save decision.