

**ARKANSAS DEPARTMENT OF EDUCATION
OFFICE OF TEACHER QUALITY**

**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 **up to one-half (½) of the assessment fee. ADE will reimburse the candidate one (1) time per each different SLS assessment taken.**

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
- Fill out and submit this reimbursement request form
- Submit a copy of the Official Score Report provided by ETS for the assessment taken
- Submit verification of payment in the form of either: a copy of a cancelled check, a copy of a credit card or bank statement with all personal information blacked out, or a money order receipt
- A completed W-9 (may download from <http://ArkansasEd.org/admin/licensure.html>)

**Submit the above information by fax or by mail to the address below.
Reimbursement Request Must be Submitted within 12 Months of Test Date**

Name: _____ Social Security #: _____
Home Mailing Address: _____
City, State, and Zip: _____
Home Phone: (____) _____ Work Phone: (____) _____
E-mail Address: _____
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:
Teri G. Dorrrough, Administrator Licensure Program Advisor
Arkansas Department of Education
Office of Teacher Quality
501 Woodlane St., Suite 220-C, Little Rock, AR 72201

Fax: 501-682-5118

Email: teri.dorrrough@arkansas.gov

Phone: 501-682-9850