



Directions for \$100 PTSA Reimbursements for Certificated Staff at Issaquah High School

- 1) Certificated Staff may submit receipts for a PTSA reimbursement deposited directly into the paycheck. This includes counselors, mental health staff, and administrators. 1.0 FTE may apply for a \$100 reimbursement, 0.6 FTE for \$60.
- 2) Fill out the ISD Materials Reimbursement Form 6214F1.
- 3) Write PTSA at the top.
- 4) Attach receipts to the form and turn them in to the Building Bookkeeper at IHS.

Please note that PTSA cannot fund transportation (due to insurance) or tuition for teaching credentials. However, PTSA can pay for seminars/conferences that may or may not give clock hours.

- 5) Questions? Email us at issaquahhighptsa@gmail.com.