



2018-2019 CBE HOME EDUCATION REIMBURSEMENT CLAIM

Calgary Board
of Education

1st claim submitted this year 2nd claim submitted this year

Student Name:		Grade:	
Parent/guardian name (please print):		Student CBE #:	
Parent signature:		Date submitted:	
Cheque payable to:			
Address:		Contact number:	
City:		Postal code:	
Facilitator name:			
Program: <input type="checkbox"/> Parent-directed <input type="checkbox"/> Windsor Park classes <input type="checkbox"/> Online classes Parent-directed portion ____%			

Please note:

- One form per student
- Tape cash register receipts to letter-sized blank paper (for photocopying); attach form and numbered receipts with a paper clip
- Submit in an envelope, to the main office to be date-stamped
- Submit forms from Nov. 1 – Apr. 5 of the current school year
- Reimbursements can take 4-6 weeks to process from the time the form is submitted

Receipt order	Date of Receipt	Vendor Name	Description of Item	Amount	Office Use Only:
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total receipts for this claim:				\$	

For Office Use Only:

Program:		Teacher Directed Portion: _____%	
Facilitator approval:		Date:	
Learning Leader approval:		Date:	
Principal approval:		Date:	
Date sent to Accts. Payable:	Amount submitted:	Alias:	