

How to Submit Tuition Reimbursement through PDO

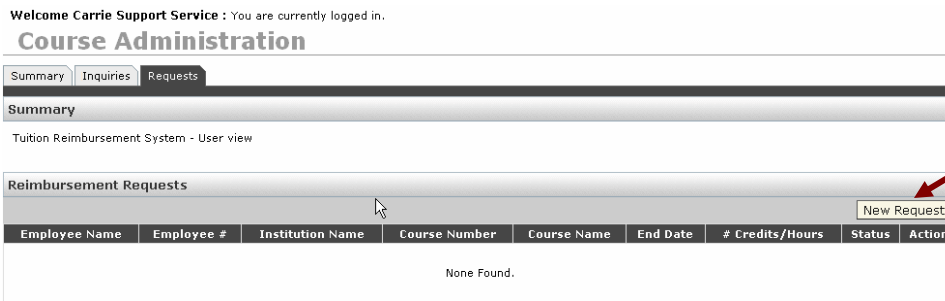


1. Log into PDO (pdo.mcpsmd.org) & select **Tuition Reimbursement**

Note: If you do not have a PDO login, contact the MCPS Help Desk at 301-517-5800.

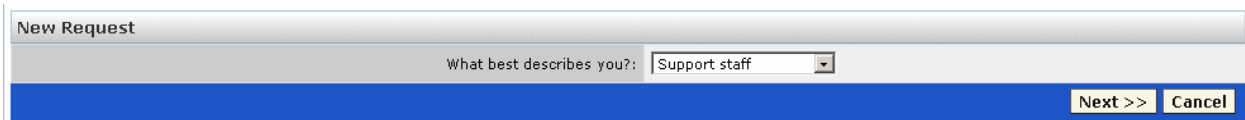
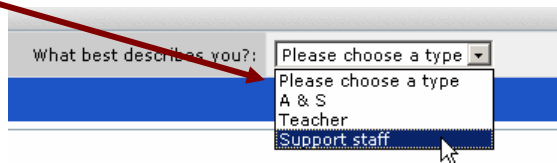


2. Select **Request**



3. Select **New Request**

4. Select which job group describes you.



5. Select **Next**

6. This page will appear.
Fill in each of the areas below based on your request.

Course Administration

Tuition Reimbursement System - User view

Requests for tuition reimbursement will not be processed without a receipt of payment and documentation of course grade.
Requests for reimbursement must be received within 60 days of the course completion.
PONY this form, payment receipt and grade document to **Support Staff Request Tuition Reimbursement**, OOD/URSC.
Only submit a request after completing the course.
Paperwork pending requires Employee to send request form, proof of payment and proof of grade to OOD.
NOTE: Only tuition and fees are reimbursed - no supplies, or books

Course Category
Support Staff Request: <input type="radio"/>

Support Staff Request

Fees: \$0.00

Offered by: Other

Institution name: -Freeform Text- ->

Type of course: Other

Course format: Classroom

Course number:

Course name:

This course would be categorized as: Reading

Course start date: November 14 2007 Calendar

Course end date: November 14 2007 Calendar

Non credit classroom hours:

Semester Credits:

Semester: Spring

Tuition: \$0.00

Grade: Pass

Degree name:

This course is a requirement of my degree program:

Type of degree this course is being credited towards: Associates

Comments:

Transaction ID:

Once a request is approved and sent to the controller's office, reimbursement can take 2-3 additional weeks.

Save and submit **Cancel**

7. Press **Save and Submit**

This page will appear. It gives directions for what print documentation of the course you have taken to send and where to send it.

Course Administration

Print Notice

IMPORTANT: In order to process your request the Office of Organizational Development needs to receive:

1. Receipt of Payment
2. Documentation of Grade/Completion

Print a copy of your request and send it with your receipt of payment and grade documentation.
Press **Continue** to return to the Tuition Reimbursement Tab where you can print the request at another time.

Print Form **Continue**