

How to Submit Tuition Reimbursement through PDO

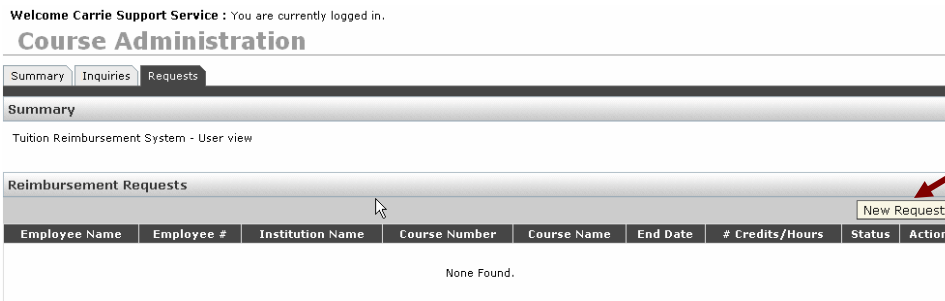


1. Log into PDO (pdo.mcpsmd.org) & select **Tuition Reimbursement**

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

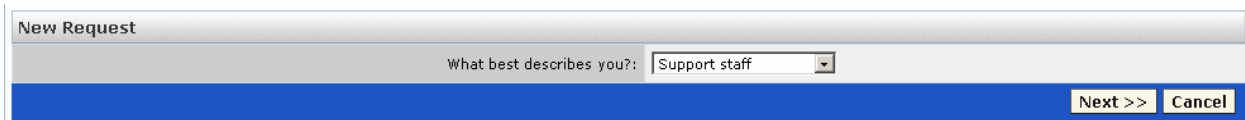
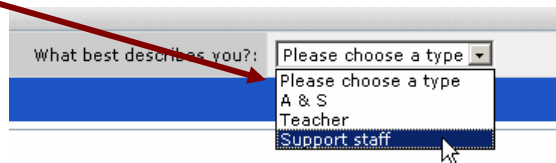


2. Select **Request**



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.

Professional Development Online
Montgomery County Public Schools

SIGN OUT MY PROFILE CONTACT US HELP

Home Course Catalog Portfolio Tuition Reimbursement PDD Help

Welcome Carrie Support Service : You are currently logged in.

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="text"/>

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. Press **Print Form** then send the printed form along with your proof of payment and grade to: MCAASP Tuition Reimbursement at OOD/Upcounty Regional Services Center.

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