Enhancing Excellence in Teaching Program Award Recipeint

Proof of Registration Form

To request payment for eligible coursework each semester from the award you received, this form must be completed in its entirety and submitted with a **class schedule** that includes your name, the course number(s), number of credit hours and class dates you are registered for to the Nebraska Department of Education (NDE). Upon receipt, payment in an amount equal to $175 for each credit hour of eligible coursework will be issued directly to you.

Please provide the following information:

Name – Last, First MI

_____

Sum _____ – begin after July 1st Fall _____ Spr _____ Sum _____ – begin before June 30th

Semester/Term (example: Fall 2015)

Provide the following information for each course for which you are requesting payment:

Course Number	Course Title	Cr Hrs	Class Start Date

Total Credit Hours _____

I hereby attest that the information on this form and any related documents are true, complete, and accurate.

_____ _____

Signature (not required if emailed from account on record) Date

Submit this completed form and the required supporting documentation to NDE:

By Mail
Nebraska Department of Education
ATTN: Karen Buller
PO Box 94987
Lincoln, NE 68509-4987

By Fax
(402) 742-8372

By Email
karen.buller@nebraska.gov

NDE USE ONLY

Date: _____ ABN: _____ Amount: _____