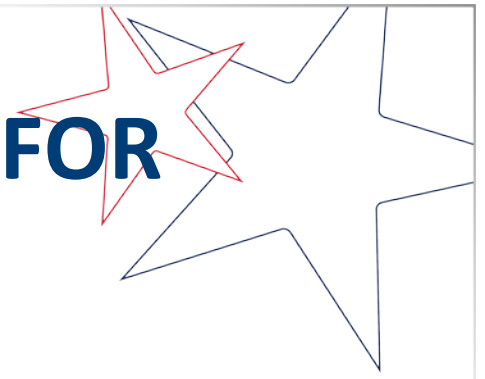


# MDE REIMBURSEMENT FOR ACT WORKKEYS

## 2024-2025 Application



### Directions

In accordance with Mississippi House Bill 1388, funds appropriated annually by the State Legislature shall be for exam costs for ACT WorkKeys and the National Career Readiness Certificate (NCRC).

The school districts or charter schools shall request reimbursement based on the following priorities:

- **Priority One:** Districts and charter schools shall be reimbursed the full cost of the ACT WorkKeys assessment for Career & Technical Education (CTE) students enrolled in the final course of their CTE program who have taken the assessments during the current school year.
- **Priority Two:** Districts and charter schools shall be reimbursed for students in grades 10-12 who have taken the ACT WorkKeys assessments during the current school year. In the event that funds are not adequate to cover the full amount of the assessment for Priority Two testers, funds shall be allocated on a per pupil basis.

School districts and charter schools participating in the statewide agreement are eligible to receive grant funds for students in grades 10-12 for one administration of the WorkKeys assessment series.

School districts and charter schools shall be required to submit testing rosters and documentation of current fiscal year expenditures for the above activities prior to requesting reimbursement. All documentation of expenditures and request for reimbursement must be received by the first week of June of the fiscal year for reimbursements to be processed.

Process for submitting documentation for reimbursement:

1. Complete Section A and Section B, noting student numbers for reimbursement from priorities listed above.
2. Upload form and supporting paid invoices to the Student Assessment Navigator SharePoint (<https://mdek12.sharepoint.com/sites/StudentAssessmentNavigator>; select your District and upload relevant documentation to the WorkKeys Reimbursement Folder)



3. For questions regarding SharePoint contact the Help Desk at 601.359.3052. For any questions concerning reimbursement contact Robert Ward [Rward@mdek12.org](mailto:Rward@mdek12.org) no later than June 6, 2025.
4. MDE will verify reimbursement total per school district and work through the Office of School Financial Services to make reimbursement available.

Each participating school district and charter school shall receive an allocation based on a per-pupil basis amount. The per pupil amount shall be calculated as follows:

Per Pupil Amount = Funds remaining after Priority One reimbursement ÷ SY 23-24 Month 1 Total Number of Enrollment of grades 10-12 in participating school districts and charter schools

Allocation = Per Pupil Amount x Participating School District's or Charter School's SY23-24 Month 1 Enrollment of grades 10-12.



# MDE REIMBURSEMENT FOR ACT WORKKEYS

## 2024-2025 Application Cover Page

### Section A

#### District Information

School District \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Position \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Person Signature \_\_\_\_\_

Business Manager Signature \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

#### Application Checklist:

- Cover Sheet
- Excel Form
- Testing Rosters
- Paid Invoices



