

Family Care Safety Registry Reimbursement Form

Please complete this form and attach your FCSR receipt as proof of purchase for the one time online *registration fee of \$15.55*. Options to send your receipt and reimbursement form are below:

1. E-Mail: HR@UcitySchools.org
OR
2. Mail:
The School District of University City
Human Resources Department
7700 Olive Blvd.
University City, MO 63130

Please note reimbursement for the \$15.55 will be issued for first time FCSR registrants who successfully pass the screening. The process for FCSR clearance can take up to 2 weeks once your document has been turned in to HR and you have been cleared to start your role as a new **employee or volunteer** in The School District of University City.

In addition, your reimbursement can take up to 2 weeks to process. The option for reimbursement is a mail-in check. Provide the correct information below in order to receive your reimbursement check.

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**Please fill out and return if you are a new employee or a volunteer in
The School District of University City**

Full Name: _____

Phone Number: _____

Mailing Address: _____

Employee ID#: (not applicable if you are a volunteer) _____

FCSR Purchase Receipt Confirmation #: _____