



# STUDENT DISCOUNT REQUEST PROCEDURE (CER-P002)

Clarksville-Montgomery County School System

## 1.0 SCOPE:

- 1.1 This procedure outlines the process of certified personnel requesting a student discount form for dependents tuition.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Human Resources Associate

## 3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

## 4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Public Higher Education Fee Discount for Dependents of Certified Public School Teachers (Student Discount Form): A form that a certified employee can obtain from the Human Resources Department to request a discount on tuition.
- 4.3 Certified Employee: An employee who holds certification from the State Department of Education for teacher/administrator.

## 5.0 PROCEDURE:

- 5.1 Human Resources Associate receives request for student discount form.
- 5.2 Human Resources Associate verifies through the computer if the employee is working for the CMCSS for the correct number of days and hours (ref. T.C.A. 49-7-119).
  - 5.2.1 A copy of the Master File Inquiry from the personnel system is used for verification.
- 5.3 A Student Discount Form is then printed, signed by the Human Resources Associate, stamped with the CMCSS Stamp and forwarded to the requestor.
- 5.4 A copy of the Student Discount Form is attached to a copy of the Master File Inquiry from the personnel system.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Discount Form (CER-F001)
- 6.2 Master File Inquiry
- 6.3 Public Higher Education Fee Discounts for Dependents of Licensed Public School Teachers or State Employees T.C.A. 49-7-119

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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Student Discount Form	Personnel Associates Files one (1) year, then in Records Room	Indefinitely	Permanent	Secured Building
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### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
12/11/03		Initial Release
1/28/04	A	Add 4.3
8/25/08	B	Remove documents Employee Verification Computer Sheet, Demographic Computer Sheet and Education Computer Sheet and replace with Master File Inquiry

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***

