



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 dependent's tuition.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Representative

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

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resource Officer

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, state, or college 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 the requestor is employed as a full-time certified teacher with CMCSS (ref. T.C.A. §49-7-119).
 - 5.2.1 If the requestor is a retired teacher, the retired teacher will access the student discount form from a TCRS designated website and send the form directly to TCRS 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 placed in electronic personnel file for documentation.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Discount Form
- 6.2 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:



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Discount Form	Kept one (1) year, then in Records Room	5 YEARS	Shred	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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
4/23/12	C	In 1.1 changed dependents to dependent's. Updated logo
10/20/14	D	Updated logo; revised 5.2.1 to include state site for creditable service; updated 5.4 to reflect actual procedure
10/5/16	E	Updated 4.2, 5.2.1. Removed link to CER-F001. Updated storage.
2/16/18	F	5.2.1, removed reference to TCRS. Updated record retention table: retention 5 years, disposition shred.
12/11/18	G	2.1, changed "associate" to "representative". 5.2.1, added reference to TNCOMPASS.
11/4/19	H	5.2.1 changed "the retired teacher will access the student discount form from a TCRS designated website and send the form directly to TCRS for verification."
10/17/23	I	Updated verbiage to be more current with transition to electronic personnel files.

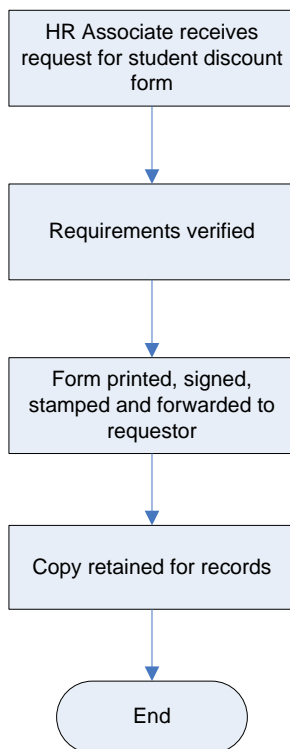
9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



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***** End of Procedure *****