



Portland State
UNIVERSITY

OFFICE OF FIELD PLACEMENT AND LICENSURE
GRADUATE SCHOOL OF EDUCATION

Public School Personnel Reduced Enrollment Fee Privilege Form

THIS FORM TO BE USED ONLY FOR PSU-ISSUED VOUCHERS
PLEASE RETAIN A COPY FOR YOUR RECORDS

Please type or **legibly** complete the following form. This form will be returned to you if incomplete. Upon completion, you may: (1) mail this form to Karen Carskadon, Office of Field Placement and Licensure, Graduate School of Education (GSE – ED 602), Portland State University, Portland, OR 97207-0751 or (2) deliver it in person to GSE, 615 SW Harrison, room 603, or (3) fax to 503-725-8475 (attn: Karen) or email a scanned, signed copy to ktcarsk@pdx.edu. Please allow up to four weeks for processing.

**PLEASE REFER TO REDUCED ENROLLMENT FEE PRIVILEGE INSTRUCTIONS &
FREQUENTLY-ASKED QUESTIONS FOR TERMS AND RESTRICTIONS**

Redeemed By:	
Issued To:	
Employing School:	
School District:	
9-Digit PSU ID Number: (List Birthdate if PSU ID Number is Unknown)	
Daytime Phone:	
Mailing Address:	
Email Address:	

Voucher Number	Credits	Expiration Date
Total Credits Redeemed:		

I request permission to register for the following course(s) at _____ under the agreement between my school district and the Oregon University System (OUS).

Please indicate the course(s) to which you would like the tuition reduction applied:

Course Reference Number	Term	Course Title	Prefix/Number	Credits

Signature of Applicant: _____ Date: _____
 District Authorization: _____ Date: _____
 Field Placement/Graduate School of Education Approval: _____ Date: _____