

North Carolina Department of Public Instruction

Parental Leave Substitute Reimbursement Form for Independent Public Schools

Independent Public School Number and Name:

This form **must be downloaded**, completed, signed, and submitted by the Finance Officer/Director to the North Carolina Department of Public Instruction (NCDPI) School Business Office. Independent Public Schools (IPS) will be reimbursed at the licensed rate of pay (65% of first step of teacher certified salary schedule) established by NCDPI . Reimbursements are processed via Allotment revisions in PRC 036 for Charter Schools and PRC 038 for Regional and Lab Schools. Please submit one form per Classroom Teacher on Leave. Notice of IPS election to participate in Paid Parental Leave must be provided to DPI before consideration of reimbursement.

We hereby request reimbursement for the cost of substitutes employed in the absence of the regular teacher due to Approved Parental Leave. Below is the teacher on Leave, a list of the applicable substitutes paid, and the total requested reimbursement in accordance with [G.S. 126-8.6](#).

Name of Classroom Teacher on Paid Parental Leave:

Options: Full-Time, Part-Time

Please List All Substitutes Covering the Teacher on Leave	Substituted On What Dates (Starting Date to Ending Date)	Licensed? (Y/N)	Daily Rates	Calculated Reimbursement	Social Security Rate	Total Requested Reimbursement
			Number of Days Substituted			
Subtotals						
Total Requested Reimbursement (Rounded)						

Finance Officer/Director

Date

Email

Phone

Signature of Finance Officer/Director

*****I attest that the information provided in the document is accurate and true. The teacher that our IPS is seeking substitute reimbursement for is an employee of the Independent Public School's Board of Education. I understand that this is an official document of record that complies with the rules and policies of the Paid Parental Leave for Substitutes. I acknowledge that submission of this form does not constitute an automatic approval of payment and is subject to review and adjustment by DPI, including repayment of funds in the event an overpayment was issued. *****

Please **download the form before completing it**, or submitting it will not work. Return completed forms to: Allotments@dpi.nc.gov with "Parental Leave Reimbursement Request for IPS# and Name -" in the email subject line by adding your IPS # and IPS Name and pressing the submit button at the bottom of the form. Forms will be received and compiled for processing. Submission deadlines for the 2025-2026 school year are as follows:

<u>Beginning Submission Date</u>	<u>Ending Submission Date</u>	<u>Reimbursement Date</u>
Thursday, October 16, 2025	Friday, December 5, 2025	Friday, December 19, 2025
Monday, March 2, 2026	Friday, March 13, 2026	Friday, March 27, 2026
Monday, May 4, 2026	Friday, May 15, 2026	Friday, May 29, 2026

As a reminder, Independent Public Schools should not use Absence Code 25 for Paid Parental Leave. For policy questions regarding the Paid Parental Leave reimbursement, contact the Office of Charter Schools at ocs@dpi.nc.gov.