

Instructions to Access the Science of Reading Professional Development Reimbursement Portal

The Science of Reading Professional Development district reimbursement portal is currently available for districts/schools. For more information about the Department's professional development, please refer to the Department of Education and Workforce's [website](#).

To download the template and load completed files, please login at <https://www.ohio-k12.help/irn-session/> using your district/school IRN and email address. You will receive a session token via email to complete the login process. Once logged in, navigate to the Science of Reading Professional Development section.

To download the template:

- Click on Submit Stipend Data
- Click Download Data Template
- Click Download Data Dictionary for allowable data formats

To upload your completed file:

- Login to your session
- Click on Submit Stipend Data
- Click Chose File to open your file. File must be .csv or .xlsx
- Complete the assurances
- Click submit

From the Science of Reading Professional Development Stipend portal, you can also complete the approvals for teachers submitted by staff other than the superintendent or treasurer, review stipends that have been approved, and request a summary report of teachers submitted for the reimbursement.

The Department of Education and Workforce will process stipend reimbursements to schools and districts on a regular basis. The Department will use a journal voucher adjustment (JV15) on the statement of settlement of the state foundation payment system.

If you have any questions or need assistance logging in, please call 844-512-6446.