

PROFFESIONAL STAFF SALARY SCHEDULES
(Request for Educational Stipend)

Date _____ School/Payroll Location _____ Full Time _____ Part Time _____

Name _____ Employee ID Number _____

Request for Doctoral Stipend	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Administrators receiving Educational Doctoral Degree – Official documentation must be received in Human Resources by September 30th for the Doctorate extra duty stipend to begin by the October paycheck. Official documentation received after September 30th will be processed according to date of receipt.

Request for National Certification Stipend	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Teachers receiving National Board Certification – Submit a copy of the documentation for the National Board for Professional Teaching Standards with the certificate to Human Resources. Teachers will be placed on the extra duty contract schedule to receive the National Board Certification Stipend beginning the following school year.

Behavior Specialist, Registered Nurse, Speech Language Pathologist, and Cisco Techs receiving National Certification must submit official documentation to Human Resources by September 30th for the extra duty stipend to begin by the October paycheck. Official documentation received after September 30th will be processed and will begin the following school year.

*CURRENT PAPERWORK MUST BE RE-SUBMITTED UPON EXPIRATION

Employee Signature _____

Date _____

HR Use ONLY	
Entered into B+ by _____	Date _____
Enter into Education Tracking by _____	Date _____
Entered into Extra Duty File by _____	Date _____