



District-Wide \$100.00 Classroom Preparation Day for Late Hired Teachers

Completion Log to Submit for Stipend Payment

NAME _____ EMPLOYEE ID _____

SCHOOL _____

Guidance: Teachers hired after school starts have the opportunity to earn a \$100.00 stipend for working a total of 6 hours preparing their classroom or work area. If serving two or more schools, teachers can claim only one stipend, but they may use the time at one school or among the schools served. Teachers may take advantage of this opportunity until the end of March of the current year and claim this specific stipend only one time. Teachers may complete the six hours on different days and must be outside of regularly paid school hours.

Instructions to receive this stipend. Please do the following:

1. Complete the following log of the dates and hours worked. They must total 6 hours to earn the stipend.
2. Following completion, sign below and have your principal approve your time log by signing below.
3. Make a copy for your records.
4. **Send by School System Courier to: Senior Accountant/Payroll Supervisor at Central Services Gracey.**
5. For inclusion in the next regular teacher payroll, **please submit by the 20th of the month.** Later submission may delay payment until the next month's regular teacher payroll.

Date and Time	Number of Hours Worked
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL HOURS - Must be six (6)	_____

I have completed the required 6 hours to receive the stipend:

Teacher Signature _____ Date _____

Principal Signature _____ Date _____