



**Richland Parish Schools
Non-Traditional Mentor Teacher Stipend Request 2017-2018**

Instructions: Fill out one *Mentor Teacher Stipend Request* for each semester completed. You will be eligible for a reimbursement up to \$1,000.00 (i.e., \$500.00 per resident) per semester only when the form is completed and submitted with **all** required documentation.

Mentor Teacher Stipends will be reimbursed after the completion of a semester where you are

- Evidence of direct coaching and support to your assigned resident(s) is provided weekly (i.e. coaching log)
- evidence of monthly mentor training participation (i.e., agendas)

It is the responsibility of the individual requesting reimbursement to complete a request and include all supporting documentation by the following dates:

- Fall semester stipend request must be submitted by **December 31**
- Spring semester stipend request must be received by **May 30**

The amount of mentor stipends available will be determined yearly pending budget availability.

1. Employee Information

Name: _____
 SS# : _____ Phone # _____
 Mailing Address: _____

 School: _____ Grade/Subject _____
 Assigned Residents (list all):

FOR EACH REQUEST YOU MUST ATTACH:

- 1. COACHING LOGS**
- 2. AGENDAS FROM MENTOR TRAINING**

Certification of Payee

I certify that this stipend request is just and true in all respects. I will repay the district 100 percent of all stipends disbursed if I voluntarily resign during the 2017-2018 schoolyear. I hereby agree to pay any and all balances due at that time to District in full upon demand. In the event I do not make such payment in full upon demand, I knowingly and voluntarily authorize District to deduct from my wages any amount owed by me to District under this agreement. Upon referral of this debt by District to an attorney, I further agree to pay attorney’s fees in addition to the balance I owe.

Payee Signature

LEA Authority

For office use only:
Date: _____
Amt. _____
Code: _____