



**INSTRUCTIONS FOR CHARTER SCHOOL PROFESSIONAL DEVELOPMENT STIPEND PAYMENT AND COMPLETION OF THE STIPEND FORM**

2015 – 2016 School Year

**Charter School Teachers:** Please **DO NOT** submit this form until you have confirmation of your registration for the Pasco County Schools professional development opportunity **AND** you have verified that a stipend will be available to charter school participants.

**PLEASE NOTE:** The “Charter School Professional Development Stipend Reimbursement Approval” form **DOES NOT** replace the registration process.

Charter schools may include a maximum of four (4) participants on one “Charter School Professional Development Stipend Reimbursement Approval” form when all participants are attending the same training.

1. It is the responsibility of the charter school teacher to confirm that a stipend will be made available to participants. Charter school teachers should contact the District Component Coordinator (as identified in Avatar or via a memo or email notification), the Component Coordinator’s secretary, or Supervisor of Charter Schools to verify that a stipend will be made available to participants.
2. It is the responsibility of the charter school teacher to complete **Part I** of the “Charter School Professional Development Stipend Reimbursement Approval” form **AND** obtain the approval and signature of the charter school administrator.
3. The completed form must be submitted to the Charter School Office at least ten (10) days prior to the date of the training activity. For assistance in completing the form, please contact the Charter School Office.
4. Upon receipt of the “Charter School Professional Development Stipend Reimbursement Approval” form, the Charter School Office will confirm the participant’s registration, the availability of a stipend, and completion of the information required in **PART I**. If approved, the form will be forwarded to the District Component Coordinator or designee.
5. On the day of the training activity, the approved “Charter School Professional Development Stipend Reimbursement Approval” form will be available for the charter school employee’s signature and MUNIS number. **Upon arrival, it is the responsibility of the charter school employee to notify the District Component Coordinator (or designee) that he/she must sign the “Charter School Professional Development Stipend Reimbursement Approval” form and provide a MUNIS number.**
6. Upon completion of the training, the **District Component Coordinator** will complete all necessary information in **Part II** of the “Charter School Professional Development Stipend Reimbursement Approval” form. Component Coordinators: Your bookkeeper can assist you with the correct coding.
7. The **District Component Coordinator** should forward the original, signed “Charter School Professional Development Stipend Reimbursement Approval” form to the Charter School Office for payment.
8. The stipend payment will be issued to the teacher’s charter school. It is the responsibility of the charter school to issue the stipend payment to the teacher. Pasco County Schools cannot issue payment directly to the charter school employee.

**PLEASE NOTE:** *Not all trainings and workshops provided through Pasco County Schools offer stipends to district employees and/or charter school personnel. Stipends are paid to charter school employees only when the training is funded through federal or state grant dollars.*

**REMINDER:** The charter school teacher should contact the appropriate District Component Coordinator, or designee, to determine if charter school personnel qualify for a stipend.

For questions or assistance, please contact:  
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